

AMIRREZA TOSI

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SUMMARY

A dynamic, technical, and achievement-orientated professional with a solid understanding of business processes, including procurement, budgeting, and internal controls. Focused on delivering effective outcomes while encouraging professionalism, growth, and teamwork.

PROFESSIONAL EXPERIENCE

Business Administrator | Life Time Athletic

April 2015 - Present

- Streamlined productivity by reducing labor cost by 27.5% over a span of six months.
- Provide high-level administrative and customer support to both members and employees; utilizing attention to detail and organizational skills to support day-to-day operations.
- Process member and employee paperwork, including membership changes and end-of-month paperwork necessary for new monthly billing cycles.
- Reconcile cash drawer and make daily deposits; manage, interpret, and research profit and loss variances.

Administrative Assistant | Global Remodeling Inc.

January 2014 - April 2015

- Managed communications internally and to clients, including leading consultations, creating invoices, and estimates provided by contractors.
- Maintained steady communication with all customers and provide high-level administrative and customer support.
- Assisted with client acquisition, ensured quality service to current clients, and spear-headed ongoing connectivity.

Assistant Manager | Laser Tag Group LLC

October 2011 - January 2014

- Managed the on-boarding process of new employees, responsible for all personnel decisions including hiring, benefits, training, counseling, & corrective actions
- Completed & verified bi-weekly payroll and expense reports, prepared financial reports, and managed operational budget

CORE COMPETENCIES

Client Acquisition, Engagement, and Retention
Microsoft Office Suite & Microsoft Dynamics
Team leadership, management, and growth

Business Analysis, Processes, and Communication
Order purchasing and order management
Customer service and interpersonal skill

ADDITIONAL SKILLS

Fluency in English and Farsi