

MENGKORNG LY

PROFILE

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WORK EXPERIENCE

VIRTUAL ASSISTANT, Salford & Co. 2019 – 2022

- Responding to Emails and Phone Calls
- Scheduling Travel and Accommodation
- Maintaining Contact Lists
- Conducting Marketing Research
- Assigned Presentations Creating
- Employees Answering Administrative Questions

ADMINISTRATOR, Thynk Unlimited 2017 – 2019

- Answer incoming calls and receive message
 - Handling email inquiries
 - Appointment management and scheduling
 - Data collection
 - Stationery general office administration
 - Travel arrangements and employee and customer Accommodation
 - Organization of internal and external events
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CANTACT

Phone

+123-456-7890

Email

hello@studentpnc

Address

123Anywhere Slanh bn

EXPERTISE

- Strong Organizational Skills
- Time Management
- Communication Skills
- Good Computer Skills

EDUCATIONS

BACHELOR OF SCIENCE I 2015 – 2017

University of Liceria

HIGH SCHOOL DIPOMA I 2013 – 2017

Larana School Academy
