

Office Administrator Office Administrator Office Administrator - REGIONAL INTEGRATED LOGISTICS GROUP Buffalo, NY Work Experience Office Administrator REGIONAL INTEGRATED LOGISTICS GROUP - Buffalo, NY June 2016 to Present Serve as team leader of the dispatch department to create trailer and paperwork for each store according to the store delivery schedule. Work in collaboration with Canadian customs service in case we are shipping in Canada Major Accomplishments .Increased the score and performance of the department by implementing a private secure network for fast and easy processing of information, resulting in fast processing of load and reducing loss and damage by 1 % a day REGIONAL INTEGRATED LOGISTICS GROUP - Buffalo, NY November 2015 to June 2016 Serve as box handler to stack box on a pallets Major Accomplishments . Increased work productivity by reliability and good communication Network administrator BIAC BANK Democratic Republic of Congo September 2014 to April 2015 Serve in team of 5 to daily monitor, trouble and secure the bank network Major Accomplishments .substantially increased security and performance of the systems by implementing new anti-virus and critical system update. Education Bachelor in Electronic and Telecommunication Engineering Sarva Bharatiya Shiksha Peeth University 2010 to 2014 Skills CCNA (Less than 1 year), EXCEL (Less than 1 year), IOS (Less than 1 year), MATLAB (Less than 1 year), MICROSOFT WORD (Less than 1 year) Additional Information SPECIAL SKILLS I m a quicker learn who does not have a problem to conform to rules and work with people from different background, love to keep up with technologies and tools for practices Experience with C, Matlab, embedded system, Window server, CCNA, PC troubleshooting and repairing. Strong experience with Microsoft word, Powerpoint, Excel, IOS and Windows Fluent in English and French

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