Temporary Administrative Assistant Temporary Administrative Assistant Temporary Administrative Assistant - USPS East Amherst, NY Energetic and dedicated professional with a strong appetite to succeed. Multi-lingual and well-spoken, seeking an opportunity to utilize my skills in a growth oriented firm. Work Experience Temporary Administrative Assistant Person Centered Services - West Seneca, NY April 2019 to Present NY Role and Responsibilities: Maintain Office communication.   Provide support for Care coordinators and supervisors.   Handle incoming calls from outside administration as well as care coordination in need of general information or Medisked system informational support.   Handle all incoming and outgoing mail which may consist of - ? Post mail - Ensure all outgoing mail is stamped and ready to be picked up by USPS daily. ? Sort mail - Separate mail and place in the destination mail slots. Many times the later should be addressed to and delivered. ? Post office - Travel to the Post office to drop off any certified mail as it would need to be stamped.   Uploading all documents such as Consents and LCED for each individuals into Medisked.   Updating the required documents into Medisked.   Create Excel and Word spreadsheets for management and supervisors as well as any personnel to help them manage their everyday activities.   Other responsibilities as assigned. Student Administrative Officer SOUTH PACIFIC INSTITUTE - Melbourne VIC February 2012 to November 2013 AUSTRALIA Role and Responsibilities: Provide administrative support to the Manager and the department. Created and maintained all academic files and transmitted confidential documentation via campus mail.   Manage and update student details on Prisms.   Create, Update and Cancel student COEs on Prisms.   Prepared correspondence, created forms and revised documents.   Responded to telephone request from medical providers, applicants and other interested parties requesting brochures, applications and information about the College programs.   Fulfill all student request forms, Maintain student details on local server.   Handle all activities throughout the day and perform other duties as assigned. Trainee Technical Associate EPERIUM BUSINESS SOLUTIONS - Noida, Uttar Pradesh January 2011 to December 2011 Role and Responsibilities: (Enfinity studio, CoreJava, Servlet/JSP) coding of new software and fixing issues with existing software. Responsible for software development and web development projects.   Accountable for analyzing

requirements, developing designs, implementing and testing software/web applications using Java, JSP, JavaScript, HTML, and SQL.   Mapping requirements and providing solutions involving finalization of specifications & selection of techniques.   Developed SQL queries in Oracle   Worked on their system "Eperium Tracker" which is a system that keeps track of employee activities of Eperium. Trainee Java Developer PRIVI ORGANICS LIMITED - Delhi, Delhi May 2010 to December 2010 INDIA Role and Responsibilities: Develop web applications and build sites using PHP, My SQL, HTML, CSS and static code analysis.   Install, configure and deploy software, provide quality assurance.   Troubleshoot various software issues using debugging process and coding techniques.   Developed JSPs and Servlet.   Developed screens using Java, HTML, DHTML, CSS, JSP and JavaScript.   Designed Database for the application. Education Bachelors in Science KANPUR UNIVERSITY - Kanpur, Uttar Pradesh 2004 to 2007 Skills Javascript, Database, Sql, Jsp, File management, Keyboarding, Safety procedures, Multitasking, Problem solving, Data Entry, Administrative Assistant, Microsoft Office, Outlook, Word Additional Information SKILLS   Project Management.   CoreJAVA, JavaScript, Jsp, Sql.   Database programming.   Excellent problem solving abilities.   E-commerce background.   Ambitious, hardworking and committed to excellence.   Knowledge of Diary management, Administrative procedures, Processing information, Creating spreadsheets, Multitasking, Office safety procedures, Document presentation, Keyboarding techniques, Mail & file management.   Excellent communication, analytical & interpersonal skills with the ability to work in a dynamic environment with in a given time frame.   Ability to show appropriate initiative and handle diverse assignments with flexibility and timeliness.

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