



# MICHAEL TAN

BUSINESS ADMINISTRATOR

## CONTACT

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## LANGUAGES

ENGLISH - native language

CHINESE - speaking, reading

INDONESIAN - speaking, reading

ARABIC - speaking, reading

## HOBBY

Reading

Shopping

Swimming

Photography

## REFERENCE

NAME: JOHN

Designation: Senior Administrator

Company Name: Tech Solutions

Location: USA

Phone No: 0000000000000000

## PROFILE

Efficient, motivated, and organized individual with over 10 years of professional experience in providing businesses with support in a number of operational areas, going beyond their core or primary needs. Able to establish and implement new organizational and departmental goals and procedures, following to the needs of the company.

## PROFESSIONAL

### Business Administrator

Company: ABCDEF G. 2012 - Present

Managed multiple company teams, their projects, budgets and customer relations, going beyond their core or primary needs, ensuring exceptional results.

- Managed financial data, and ensured that any budgeting requirements are met and accurately.
- Created and managed effective teams with perspective and training.

### Business Office

XYZ, Building G. 2004 - 2012

Managed multiple company teams, their projects, budgets and customer relations, going beyond their core or primary needs, ensuring exceptional results.

- Coordinated and managed reports and files, ensuring that they were updated accurately.
- Managed orders for projects in a timely and efficient manner.

## EDUCATION

### Diploma of Business Administration

University of Melbourne - 2014 - 2017

Managed multiple company teams, their projects, budgets and

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## MY SKILLS

Project Management:

Project Support:

Organization:

Team Management:

Leadership: