



MD Nazmul Islam Srabon

RESUME OBJECTIVE

Administrative Assistant with 6+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons, Boston, MA / September 2018 - Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

SECRETARY

Bright Spot LTD, Boston, MA / June 2015 – August 2018

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

CONTACTS

Email:

youremail@gmail.com

Phone: 895 555 555

Address: 4397 Aaron Smith Drive Harrisburg, PA 17101

SOCIAL MEDIA



your facebook



your instagram



your linkedIn



your twitter

SKILLS

Problem Solving

Adaptability

Collaboration Strong

Work Ethic Time

Management Critical

Thinking

Handling Pressure

Leadership

EDUCATION

DEGREE NAME / MAJOR

University, Location
2011 - 2015

DEGREE NAME / MAJOR

University, Location
2007 - 2011