Ms. Susilla Maraj

#48 New Settlement

Dow Village, California

Contact: (H) (868) 636-1725; © 782-5542

**Objective**

Work in the Administrative Field performing daily office administration & clerical duties.

I am computer proficient and have experience on the following programs; Windows 98, 2000 and XP, MS Word, MS Works and Excel.

**Work History:**

**Sureway Weight Loss Clinic: Receptionist & CSR (2004-2016 )**

**& Liposuction Center Office Manager (2010-Present)**

My job responsibilities are as follows:

-Answer telephone (PBX System), direct calls & take messages

-Telemarketing (Sales)

-Compile, copy, sort, and file records of office activities, business transaction, & other activities

-Collect, count and disburse money, do basic bookkeeping & complete banking transaction

-Communicate with customers, employees, &other individuals to answer questions, explain information, take orders & address complaints

-Complete invoices regarding payments

-Maintain & update filing, inventory & database systems, either manually or using computer

-Review files, records & other documents to obtain information

-Deliver messages & run errands

-Complete work schedules, manage calendars & arrange appointments

-Process & prepare documents

-Monitor the work of junior staff

-Train other staff members to perform work activities, such as using computer applications

-Make travel arrangement for office personnel

-Prepare meetings, attending meetings recording minutes

**Training:**

Institute of Broadcasting & Careers

Trained in Television Broadcasting (2005)

**Education:**

Grossmont College

Major- Communication (Associates Degree)

Graduated in August 2004

Union Claxton bay Senior Comprehensive

Graduated- High School

Major- Business Studies

Graduated- 2001

**Other Accomplishments**:

Writing for the Grossmont College Summit Newspaper. (Available Upon Request)

To whom it may concern,

This letter is to express my interest in any Administrative position opening at your company. Based on my superior administrative skills, I am confident that I would be a great addition to your team.

While holding position in the Administrative field for the past thirteen (13) years, I have developed the aptitude to quickly adapt to the work methods & routines of my employer. My past experience working in administration and handling office affairs, along with various other settings has prepared me to tackle a wide range of obstacles and complications that may occur.

My strong work ethic leads me to getting tasks done swiftly and efficiently, and my ability to time mange and multitask ensures that I am capable of keeping up with various assignments & projects. Patience & dedication are immeasurable qualities which I have also attained.

Please feel free to contact me should you require any additional information or would like to schedule an interview.

I look forward to hearing from you.

Thank You!!

Respectfully,

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Susilla Maraj