Curriculum Vitae

Ayesha Broome

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My work experience to date has helped me achieve invaluable people skills within an Office Manager/PA role, the ability to work in a high pressured environments and the ability to meet strict deadlines. Throughout my employment history I have achieved great organisational skills which I can confidently apply to any work placement.

Friendly, outgoing personality, I work well as part of a team as well as competently on my own and in each position I have held I have always been highly regarded. I am dedicated and always aim to please.

Experienced user of Microsoft Office Products such as Microsoft Word, Outlook, Power Point and Excel

Key skills

Excellent communicator Flexible and reliable
Proactive and organised Works well under pressure

Experience

Galliford Try – Solihull PA / CSR Co-Ordinator

December 2018 - Present

Working directly for the Area Director and the Senior Management Team. I was employed originally as a PA but as the unit has grown my role has developed and I am also assisting with CSR.

My main responsibilities are:

- Provide full administrative support; filtering, prioritising, re-routing and responding to queries in a timely and professional manner, both verbally and in writing.
- Assist Area Director and operations teams as required, ensuring instructions and deadlines are complied with.
- Provide diary management of calendars to ensure that time is allocated effectively
- Build and maintain strong relationships with all key internal and external stakeholders.
- Managing the budget of and arranging travel and accommodation arrangements via Galliford Try booking service Inntel.
- Carry out general word-processing/documentation preparation as required.
- Collate and despatch project/board papers and report information.
- Arrange meetings, create agendas, distribute materials, take and distribute minutes.

- Distribute documentation/correspondence and maintain filing systems
- Process incoming mail as appropriate and allocate items as necessary and when appropriate, originate replies or prepare drafts/documentation for signature.
- Provide support resources for meetings (i.e. rooms/facilities, video/audio equipment and food/refreshments).
- Collate project/ board papers and report information ensuring all information is available to deadlines set.
- Maintain specific databases and information sources to assist with report preparation.
- Provide support in relation to the new starters and leavers process to include, typing documents and forms, supporting the Right to Work Process, arranging IT, company cars and PPE.
- Provide support and holiday cover to the Office Manager/PA to MD, as required.
- Support to the HS&S Officer, ensuring monthly meetings are coordinated, all alerts/new information are circulated and addressed.
- Assist with BSi audits.

McLaren Construction Ltd - Birmingham PA/Office Manager

August 2011 – December 2018

I started with McLaren as a PA/Administrator to the 4 Directors (2 Operational, 1 Commercial and 1 Business Development). This was a very challenging role due to the complexity and fast pace of the office.

Due to the growth of the Company I was promoted to the position of Office Manager, where I also managed the administration for the offices, sites in the Midlands and the North including the health and safety, facilities and building management.

My duties included:

- Multi and extensive diary Management for 4 Directors, monitoring 2 Directors emails and intercepting and acting on those emails on behalf of the Directors where appropriate.
- Arranging internal and external meetings and conferences. Servicing the meetings, including preparing papers and minute taking when required. This includes board and team meetings.
- Collate information and produce presentations and board reports using Microsoft Powerpoint and Adobe InDesign.
- Drafting, proofing and editing reports on behalf of the Directors.
- Organising multiple travel arrangements, flights, trains and hotel bookings. Ensuring itineraries were updated and workable.
- Taking and screening incoming phone calls and dealing with queries as appropriate.
- Act as the contact point between the Directors and their direct reports.
- Event Management and Event Planning arranging team building events, Staff gatherings and Christmas parties.
- Organise desks and order IT and security passes for all new starters.
- Order and supply office stationary and office refreshments.
- Managed the expenditure on travel/accommodation, stationery and general office requirements.
- Typing of all correspondence.

- Facilities management, included in this was ensuring all maintenance agreements were in place and carried out at the correct time, including PAT Testing and ensured all correct certification.
- Site lead for health and safety alongside the Regional H&S Director, completing risk assessments, audits and weekly/monthly reports.
- Negotiate and set up accounts with hotels for accommodation and conference facilities.
- Maintain client database Goldmine.
- Established and maintained efficient office systems and processes, this included personnel records, holiday, sickness and training.
- Line manager to the administrative assistant and receptionist, covering their positions when required, undertaking their appraisals on an annual basis.
- Management of the petty cash.
- Credit card reconciliation.
- Processing of expenses.
- Assisting the Supply Chain Manager with monitoring emails and ensuring the supply chain information for the region was correct and constantly updated.
- Raised purchase orders for the office and ensured they were costed to correct codes.
- Ensured all invoices received for the office were correct and authorised for payment.
- Ensured the smooth running of the office on a daily basis.

My role with McLaren was extremely varied and every day presented new challenges.

Adecco Temping Agency – Placement at a Government Agency PA/Business Support Administrator - Birmingham

June 2010 – July 2011

This was a 13 month temporary contract as a PA/Administrator to provide a comprehensive business support function to a management team, duties included:

- Diary Management for a Business Support team and Senior Management Team
- Arrangement of all travel and accommodation
- Facilitate and organise open days including preparation of presentations using Microsoft Powerpoint
- Raise all purchase orders ensuring compliance with financial regulations
- Minute taking for all meetings including preparation, agenda, attendees, action lists and refreshments
- Manage and control Imprest account entries and monthly reconciliation to Finance
- Create and produce forms, templates documents and typing of all correspondence using Microsoft Word and Excel
- Provide monthly fleet returns and arrange for service and maintenance to be carried out on all Company vehicles
- Meet and greet all visitors
- Distribution of all internal and external post

ShowSec International - Crowd Management

Operations Executive - Birmingham

February 2006 – March 2010

I started originally with ShowSec as a steward on a part time casual basis in 1997 and progressed within the Company, which allowed me to take a fulltime role when I was made redundant from Emmerson Process Management in 2006.

Reporting to the Area Manager and responsible for managing my own projects at a live music venue.

Completing a risk assessment for each show and determining staff numbers

Financial responsibilities including, invoicing, chasing debtors, budget management and bank reconciliation.

Promoted equality and diversity as part of the culture of the organisation;

Liaising with a wide range of people involved in policy areas such as staff performance, and health and safety;

Recruiting staff - this included developing job descriptions and person specifications, preparing advertisements, checking application forms, CRB Checks, Right to Work, shortlisting, interviewing and selecting candidates;

Developed and implemented policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management; Advised on pay and other remuneration issues, including promotion and benefits; Administered payroll and maintained employee records;

Dealt with grievances and implemented disciplinary procedures;

Developed HR planning strategies with line managers, which considered immediate and long-term staff requirements in terms of numbers and skill levels;

The planning, and sometimes delivered, training, including inductions for new staff; Analysing training needs in conjunction with regional managers;

Emerson Process Management

PA/Administrator - Leicester April

2004 – February 2006

Personal Assistant to the Worldwide Director.

My duties included office management, audio typing, and diary management, managing all travel and hotel requirements for the site which was for 65 employees.

Arranged all events and meeting requirements. Established and maintained efficient office systems and processes, this included recruitment, personnel records and training. Presentations using Microsoft PowerPoint and responsible for managing the budgets for training and stationery.

John Roddy Fashions/Blue Lightbox

PA/Administrator - Leicester

April 2001 – April 2004

Employed as a PA to an Entrepreneur

My main responsibilities were to support the Director in his work life and some of his personal affairs.

Create all correspondence and presentations using Microsoft Office, arrangement of all travel and hotel bookings, UK and abroad.

Credit Control, invoicing, purchase orders, data entry, statistical retrieval and the composition of financial reports and computerised payroll.

Recruitment, training and disciplinary procedures and the record all holidays and sickness. Arranged all meetings on and off site, prepared agendas, minutes and refreshments.

In the absence of the Managing Director I would be responsible for the logistics and stores.

Qualifications & Training

English, Maths, Commerce, Home Economics, History Pitmans
Typing
RSA II Typing
HR for non HR Managers
Introduction to Human Resources
First Aider
Fire Training/Fire Marshall

Interests

Archery, yoga, walking, watching live music and travelling.

References available on request