

JHON PAPADOPOULOS

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Personal Profile:

An enthusiastic and reliable worker with excellent knowledge of business administration. I am able to meet deadlines and can work within a team or on the own initiative. I am keen to find a position within an office environment which will enable me to utilise my IT skills whilst providing me with a challenge

Employment:

Mar 2005 - July 2011

Barry & Son - Administrative Assistant

- Arranged and prioritised meetings
- Monitored mail and telephone calls and made invoice payments
- Oversaw the management of the company secretarial database

Sept 2001 -Feb 2005

ABC Textiles Ltd - Assistant Sales Administrator

- Acted as the central point of contact for all customer communications
- Maintained close communication with the outside Sales Representatives and provided constant source of information and sales support.
- Developed a highly professional working relationship with both British and International Suppliers

Oct 1996 - Sept 2000

ABC Textiles Ltd - Office Junior

- Composed and typed correspondence
- Organised travel requirements

Education:

2010- 2011

International Hellenic University, Thessaloniki ,Greece

School of Economics and Business Administration

MSc in Management

Dissertation Thesis: "....."

1992 – 1996

University of ABC , Thessaloniki, Greece

Bachelor in Economics

1986 – 1992

Anytown School

Computer Skills:

Fully competent in MS Word, Excel, Access and Outlook

Typing speed of 50 wpm

Languages:

English: Michigan Proficiency

Japanese : Good conversational

Interests:

Involved as a participant in local amateur dramatics society.

Attending Japanese language lessons for the past five years

References:

Available on request