

STEVE WILSON

ADMINISTRATION MANAGER



9854653219



steve101@gmail.com



Koteshor-10, Kathmandu

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi facilisis felis a odio auctor, ut fermentum lorem fermentum. Nunc sodales sagittis urna ac cursus. Etiam vel pretium odio. Donec id magna sollicitudin, facilisis augue blandit, rutrum elit. Proin non erat justo. Proin id metus sed erat efficitur lacinia. Aliquam erat.

EDUCATION

2009 - 2014

Fauget University

Bachelor in Business Administration

2004 - 2008

Fauget High School

Graduated with honors

SKILLS

- Project Management Tools
- Advanced Administration Software
- Corporate Sales Account Management
- Social Media Management
- Spanish Language Proficiency

WORK EXPERIENCE

Assistant Manager

Fauget Company, 2019 - Now

Comprehensive administrative assistance to Management. Agenda follow-up. Review of documents suitability and file control. Creation of monthly presentations.

Administrative Assistant

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance. Preparation of weekly reports.

Administrative Intern

Fauget Company, 2016 - 2017

Customer Reception. Switchboard management. Attendance at the front desk. Check-in and check-out book organization. File maintenance. Preparation of weekly reports.