

Anthony Brown

Office Manager Resume

AREAS OF EXPERTISE

Administration

Office procedures

Typing & word-processing

Keyboard skills

Filing

Managing information

Diary management

IT systems

PROFESSIONAL

Fire Safety Certificate

Advanced First Aid

French Speaker

PERSONAL SKILLS

Service orientated

Responsiveness

Leadership skills

Professional judgement

PERSONAL DETAILS

*Anthony Brown
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PERSONAL SUMMARY

A proactive, resourceful Office Manager who not only has substantial administrative experience at a senior level, but also possesses a competitive spirit along with a strong desire to succeed, exceed goals, and maximize opportunities. Anthony is an expert at continuously improving procedures and outcomes by constantly evaluating the work being undertaken and looking for ways to make things more efficient. He is highly motivated, technologically-adept and very knowledgeable in all aspects of office management. On top of this he is eager to learn new material, skills, and ways to leverage the CEO's and other senior executive's time. Right now he wants to join an ambitious company that is looking to recruit an Office Manager with the bags of enthusiasm and motivation needed to ensure the smooth running of their office.

CAREER HISTORY

Recruitment Company - Birmingham

OFFICE MANAGER Jul 2011- Present

Taking responsible for all the administrative processes within the office, and for assisting Senior Managers in setting measurable objectives and key performance indicators.

Duties:

- Overseeing the smooth and efficient running of all aspects of the office.
- Liaising with couriers, dispatch teams and managing the post in and out.
- Assisting in the co-ordination of all recruitment activity.
- Establishing stationary requirements for the Office.
- Overseeing the payroll function to ensure it is complete, accurate and timely.
- Processing of all the payroll on a monthly basis.
- Actively working to promote equal opportunities and diversity.
- Identifying the training and development needs of staff.
- Arranging conference calls for senior managers.

Hospitality Company – West Midlands

EVENTS ASSISTANT Aug 2009 – Jul 2011

Government Office – West Bromwich

OFFICE ASSISTANT Jun 2008 – Aug 2009

KEY SKILLS AND COMPETENCIES

Managerial

- Ability to understand strategic business requirements.
- Aptitude for directing, motivating and developing teams.
- Ability to manage multiple assignments and projects simultaneously.
- Taking prompt, decisive and corrective action to rectify any short comings.

ACADEMIC QUALIFICATIONS

Birmingham North University 2005 - 2008

Business Administration BA (Hons)

Birmingham South College 2003 - 2005

A Levels: Maths (B) English (A) Physic (C) Geography (A)

REFERENCES – Available on request.



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