

Professional Summary

Experienced professional with a strong background in driving, administrative support, and customer service. Proven ability to manage logistics, maintain records, and provide general assistance. Skilled in troubleshooting technical issues and coordinating functions. Strong communication and organizational skills. Seeking a challenging role to utilize my expertise and contribute to organizational success.

Work Experience

Driver Cum Assistant

May 2007 - March 2013

JMAS

- Managed correspondence and documentation, ensuring timely distribution and collection.
- Handled office supplies inventory and coordinated with vendors for procurement.
- Maintained accurate log book and provided general support to visitors.
- Conducted pick-up and drop-off services for staff members.
- Executed VIP duties and delivered various items following designated routes and schedules.

Admin Assistant

June 2013 - Dec 2017

British Council

- Implemented operating system updates, patches, and configuration changes.
- Troubleshoot equipment issues and performed basic vehicle maintenance.
- Configured British Council applications and resolved UPS-related problems.
- Acted as a front desk coordinator, answering customer inquiries and managing office supplies.
- Assisted with troubleshooting photocopiers, fax machines, scanners, and printers, ensuring smooth operations.

Education

Secondary School Certificate

F.G Modal School

Skills

- Strong driving skills with a clean driving record.
- Proficient in managing administrative tasks and maintaining records.
- Technical troubleshooting expertise for equipment and software.
- Excellent customer service and communication abilities.
- Highly organized with a keen attention to detail.
- Familiarity with inventory management systems and record-keeping.
- Strong time management and multitasking skills, able to prioritize tasks effectively.
- Ability to work well under pressure and adapt to changing environments.
- Excellent problem-solving skills, able to identify and resolve issues efficiently.
- Detail-oriented with a high level of accuracy in data entry and documentation.

Volunteer Work

- Assisted in organizing and serving at charity events, ensuring smooth operations and guest satisfaction.
- Volunteered at local food drives, helping distribute meals to those in need and contributing to community welfare.
- Participated in fundraising activities for educational initiatives, supporting access to education for underprivileged students.
- Collaborated with a team to organize campus events, ensuring a seamless experience for attendees.
- Organized and led educational workshops for local youth, focusing on personal development and career exploration.
- Participated in environmental cleanup campaigns, promoting sustainability and raising awareness about conservation.