Resume Example for Manager

SWEETY RAI

Industrial Area, Bkn

334001

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**Profile**

* Dedicated and technically skilled business professional with a versatile administrative support skill set developed through experience as an office manager, secretary, administrative assistant and office clerk.
* Excel in resolving employer challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and the bottom line.
* Offer advanced computer skills in MS Office suite and other application/systems.

**Key Skills**

* Office Management
* Teambuilding & Supervision
* Staff Development & Training
* Policies & Procedures Manuals
* Report & Document Preparation
* Spreadsheet & Database Creation
* Accounts Payable / Receivable
* Bookkeeping & Payroll
* Records Management
* Meeting & Event Planning
* Inventory Management
* Expense Reduction

**Work Experience**

Office Manager, 2007 to present

Secretary, 1998 to 2007

1246 Everett Avenue, US 1995 TO 1997

**1246 Everett Avenue, US 1995 TO 1997**

* Proactively assumed management responsibility for team on sudden long-term sickness of the supervisor.
* Played pivotal role in a project to improve processes between the operations and marketing teams, saving an approximated 20% of time.

**Education**

Masters of Business Administration from Regents Business University, London

Bachelor of Business Administration from Amity University, Noida

Mody public school, Sikar