

Full Name

Email: your.email@example.com Phone: (123) 456-7890 Location: City, Country

PROFILE

Dedicated and organized Admin Officer with strong attention to detail and excellent communication skills. Experienced in office administration, document management, and supporting day-to-day operations.

PROFESSIONAL EXPERIENCE

Admin Officer

Company Name, City | Month YYYY – Present

- Oversee daily office operations and administrative tasks.
- Coordinate meetings, schedule appointments, and manage calendars.
- Maintain accurate records and filing systems.

Administrative Assistant

Previous Company, City | Month YYYY – Month YYYY

- Supported administrative team and handled office correspondence.
- Prepared reports, managed data entry, and maintained supplies inventory.
- Assisted in onboarding new employees and meeting arrangements.

EDUCATION

Degree Title

University Name, City | Year

KEY SKILLS

- Office Administration
- Document Management
- Scheduling & Coordination
- Communication Skills
- MS Office Suite
- Attention to Detail

REFERENCES

Available upon request.