

Executive Assistant resume sample

Kemoda James

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OBJECTIVE: A position as an Executive Assistant.

QUALIFICATIONS

Well skilled and dedicated with more than 4 years experience in co-coordinating, planning and taking part in supporting daily administrative and operational functions

- Proficient in computer skills; windows, Quick books, Visio and many others with complete accuracy
- Well focused and able to identify the goals and priorities to resolve pending issues at an early stage.
- Performed capacity to provide a comprehensive support specifically for executive-level staff

WORK EXPERIENCE

Sarova springs

Executive Assistant

- Reduced the travel expenses of the company by 20% within the first one month of tenure by introducing cost-effective travel agencies.
- Successful co-ordination and hosting numerous seminars, booking venues and selecting the guest speakers.

EDUCATION

- Kings College, Toronto, IA 34566
 - Bachelor of Art in Literature – 2005 to 2010