

**Name: [Your Full Name]**

**[Your Address] / [Your Contact Number] / [Your Email Address] / [Your LinkedIn Profile]**

Highly organized and detail-oriented Secretary with strong communication, administrative, and multitasking skills. Seeking to contribute to the efficiency of an organization by providing excellent clerical and executive support.

## Education

**Diploma in Office Management – [Institute Name], [Year]**

**GCE Advanced Level – [School Name], [Year]**

## Work Experience

**Secretary – [Company Name], [Year – Year]**

- Managed correspondence, scheduled meetings, and maintained filing systems.
- Prepared reports, documents, and handled confidential information.
- Assisted executives with administrative tasks and travel arrangements.

**Administrative Assistant – [Company Name], [Year – Year]**

- Provided clerical support including data entry and documentation.
- Organized office operations and maintained records.
- Supported managers with scheduling and communication.

## Skills

- Proficient in MS Office (Word, Excel, PowerPoint, Outlook)
- Strong communication and interpersonal skills
- Time management and multitasking abilities
- Attention to detail and confidentiality
- Organizational and problem-solving skills

## References

Available upon request.