

CANDIDATE 21048

Position Sought: Administration, Customer Service

Location Sought: Witney, Eynsham, Abingdon, Oxford

Notice Period: Immediately

Salary Requirement: £12,000+

IT Knowledge: Excel, Word, Outlook

IT Test Results: Excel 42%, Word 37%

UNIQUE SAFEGUARD FOR YOUR RECRUITMENT!

Armstrong Appointments offer a candidate replacement FREE OF CHARGE* -

Up to 8 weeks after commencement of employment or 100% REFUND*

**Subject to Terms and Conditions*

*Recruitment Specialists for Permanent Placements and Temporary Assignments in
Board-Middle Management/Executive Administration/Sales & Marketing/Office Support*

Curriculum Vitae

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Personal Statement

I have good typing skills and I am computer literate, well versed in MS Office that includes MS word, MS excel, Power Point, Outlook express and MS access etc. I like working as part of a team but on the other hand I can work well independently.

Education

2003-2006

St Gregory the great 5 GCSE's C and above
Iffley Turn
Oxford

Work Experience

Customer Service Advisor

June 2008 – February 2009

- Replying to customers queries and complaints via email, telephone and letter
- Liaising with other gas and electric companies
- Entering customers new applications into our database using excel
- Microsoft outlook on a daily basis

Administrator Assistant

Dec 2007 – March 2008: Temp

- Answering telephones
- Logging information into a in-house system
- Filing
- Scanning
- Emailing colleagues in the work place
- General admin duties

Sales Assistant

June – November 2007

- Making sure the shop floor was kept tidy
- Cashier
- Opening and closing up off the shop
- Putting stock out on shop floor

Strengths

- Hardworking
- Reliable
- Enthusiastic
- Can perform under pressure
- Can execute a task within a short time
- Fast learner
- Friendly

Interests

Reading, shopping and meeting friends

References

Are available on request.