



# Marvin Gardens

SECRETARY

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## SUMMARY

An executive secretary with 10 years of experience in business administration, project planning, and customer rapport. Looking to work as a professional secretary in an expanding organization that provides an opportunity for career advancement

## SKILLS

Organisation skills	● ● ● ● ●	Accuracy and attention to details	● ● ● ● ○
Time management	● ● ● ● ○	Tactful and calm under pressure	● ● ● ● ○
Communication skills	● ● ● ● ○		
Discretion	● ● ● ● ●		

## EXPERIENCE

### Secretary to Managing Director MNT Corporation Berhad Limited Jul 2018 - Present

Completes a broad variety of administrative tasks for the MD including managing an extremely active calendar of appointments; composing and preparing correspondence and arranging travel plans.

Researches, prioritizes and follows up on incoming issues and concerns addressed to the MD. Determines appropriate course of action, referral or response.

### HR and Admin Manager ABC Properties Management Jul 2011 - Jul 2017

Responsible for timely and accurate processing of monthly payroll and statutory payments. Managed and handled various HR functions, including recruitment, staff on-boarding, employee relations and compensation and benefits administration.

Responsible for ensuring the management of office including reception, stationery and pantry supplies, maintenance of office equipment and filing protocol standardization.

## EDUCATION

### Masters in Business Administration Stanford University 1996 1997

### Diploma in Business Administration Arizona State University Mar 1993 - Mar 1996

## LANGUAGES

English	● ● ● ● ●	French	● ● ● ● ○
German	● ● ● ● ○		