

Brandon Dominic

ADMINISTRATIVE AND CONTRACT OFFICER



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Chicago, Illinois, US



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Skills

- MS Office Package (Word, Excel, Powerpoint)
- Office Automation Application and Devices
- Problem solving and analytical skills
- Good communication, coordination and project management skills
- Accurate and attentive to details
- A good team player
- Excellent Active listener
- Typing speed Up to 60 W/S
- Able to work under pressure and meet strict deadlines

Languages

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

Summary

4 years of initiating and delivering sustained results and effective change for Fortune as an administrative and Contract Officer. Major experience lies in strategizing and leading cross-functional teams to bring about fundamental change and improvement in strategy, process, and profitability – both as a team player and individual.

Experience

Administrative Assistant

Exxon Mobil Ltd *Apr 2016 - Feb 2017*

Responsibilities:

- Supervision of office cleaners
- Drafting a letter to official government office especially banks and custom duty
- Employees attendance sheet control
- Clerical duties in admin (filling, sorting, tracking)
- Processing purchase order
- Collecting quotations for the purchase of goods
- Purchase needed goods for office and projects
- Helping the personnel in getting a visa for travel
- Booking tickets
- Preparation of weekly and monthly reports to senior officers

Administrative And Contract Officer

Verizon Dutch Ltd *Mar 2017 - Present*

Responsibilities are as follows:

- Following Organizational policies and rules
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff
- Attending meeting at office or outside
- Helping in Organize and schedule meeting
- Organize travel arrangements for senior manager
- Handle sensitive information in a confidential manner
- Contribute to team effort by accomplishing related results as needed
- Preparation of PO (Purchase orders) for inside and outside vendors
- Preparation of Quotations, Delivery Notes, Invoices
- Answering any other papers works in case the contract is with government of afghanistan
- Purchase of Office use goods and negotiating with the sellers
- Keeping track of the contracts
- Facilitating the delivery of contracted equipments, scheduling, tracking the delivery, coordination with the receiver
- Facilitating the payments (bank deposits, western union money transfer)
- Tracking the payments from government and other contractors
- Keeping the stock mannered and maintaining the stock database in Ms.Excel
- Coordinating and communication with vendors suppliers
- Reporting to senior manager and directorate of the company

Education

Bachelor of Business Administration (BBA)
New York University *Mar 2013 - Mar 2016*

Master of Financial Accounting
JK Computer Education *Jun 2015 - Feb 2016*

Project Management and Personal Development
NY Center for Excellence *Feb 2017 - Mar 2017*

Projects

Brand Awareness Toward Citigroup
Data Collection and validation *Jun 2015 - Jan 2016*