

# Andrew Benjamin

ADMINISTRATOR

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Geneva, New York, US 📍

linkedin.com/in/andrew **in**

To seek a job position in Administration, that would utilize my knowledge and skills, while contribute to organizational goals. To advance learn and to gain more experience in admin, management skills and general knowledge in order to enhance critical thinking, maximize abilities and interpersonal skills towards achieving the vision and mission of an organization.

## Skills

Office Administration	■ ■ ■ ■ ■	Documentation and Reporting	■ ■ ■ ■ ■
Microsoft Office, Excel and PowerPoint	■ ■ ■ ■ ■	Technical Support	■ ■ ■ ■ ■
Data Entry	■ ■ ■ ■ ■		

## Experience

### Administrator

**Verizon Communications** *Dec 2018 - Present*

- Maintained appropriate filling of personal and professional documentation
- Handled all incoming information request for several busy executives
- Handle incoming and outgoing correspondence including mail, email and faxes
- Utilized personal and professional networks to identify, acquire and manage new client and agent
- Create and managed office system to efficient deal with documentation
- Using computer to generate report, transcribe minutes from meetings, and conduct research
- Took notes and dictation at meetings

### Senior Personal Assistant

**Alibaba, New York** *Aug 2011 - Dec 2018*

- Recording, sorting, preparing, classifying and filing information
- Sorting, of opening and delivering mail
- Make a copy and fax document
- Attend to walk-in customers and agents regarding payment and inquiries
- Handle customer complain, agents complain and needs

### Clerk Administrative

**UnitedHealth Group, New York** *Aug 2010 - Jul 2011*

- Typing and preparing document
- Updating invoice and purchase orders
- Record management
- File management

## Education

### Human Resources Management

**New York University** *Jan 2016 - Present*

- Ongoing, Degree in Human Resources Management

- Part Time
- 2.89 CGPA

**Certificate**

**JK Professional Institute New York** *Jan 2008 - Jul 2010*

**Preference**

Expected Monthly Salary : \$5,500

Availability : 1 month notice

**Languages**

English	■ ■ ■ ■ ■	Arabic	■ ■ ■ ■ ■
German	■ ■ ■ ■ ■	Chines	■ ■ ■ ■ ■

**Referral**

1. James Adrew  
UnitedHealth . 123-456-8564
2. Browsen Gumanol  
Johnson & Johnson . 123-456-8564