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|  | **[YOUR NAME]**  **Business Administrator**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | | | | |  | |  | |
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|  | Professional business administrator with well-grounded knowledge of payables, receivables, human resources and administration. Focused abilities to achieve the objectives by providing attention to details. Experience in handling confidential and sensitive matters. Track record in making sound decisions in a fast-paced work environment.  5 years of experience has helped create business plans and analyze business processes. Use of technology has always been a part of creating and implementing innovative business plans keeping the cost in control and increase in profits by 10%. | | | | **Education**Degree | Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text  Degree | Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | |  | |
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|  | Work Experience: XYZ COMPANY  Assistant Administrator  My key roles in this job were:   * To successfully manage multiple departments & construct objectives and targets for the departments to achieve. * To ensure smooth and seamless functions of data entry, research & development. * To look after the quality assurance of every department * To ensure data protection & data accuracy. * To providing training, mentoring & supervision to large teams of professionals. * To manage day-to-day workflow. * To provide supervision in absence of any department head. * To supervise, direct and implement budgetary and financial activities of the company. * To oversee the services provided to the clients and conduct the quality assurance of the products. * To introduce up-to-date technologies and providing employee trainings. * To recruit heads of departments and conducting meetings between the heads, employees and connected departments. | | | | Key Skills/Objectives: My key skill includes:   * To identify areas to cut cost. * To improve policies, programs & overall performance of the business. * To analyze financial reports and the sales data. * To appointing department heads & the managers. * To negotiate contracts and agreements. * To implementing new technologies in the work place. * To oversee the financial and budgetary activities of the company. * To forecast business processes and models for business analysis.  Technical Skills:  * Technological skills * Well organized * Good writing skills * Technical oversight in the company * Planning skills | | | |  | |
|  | Core Competencies:  * Communication skills to fill the gap between the department heads and subordinates. * Time management to prioritize the tasks and utilize the available resources effectively. * Problem solving approach and people management to deal with every day issues. * Operations management & meeting deadlines. | | | | Management Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles. Reference On demand | | | |  | |

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