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|  | **[YOUR NAME]**  **Office Clerk**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com  Experience in entering and retrieving data from computer systems, maintaining and updating records, answering calls, making reports and keeping office documents. Creative, innovative and enthusiastic office clerk with excellent speed in typing. Strong public presence and peaceful personality helps to maintain and build cordial relationships with people in different departments. | | | | | | |  |
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|  |  | EducationDegree | Date Earned | School  * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | Familiarity with computer soft wares and technology. The ability to adapt change in work environment. Strong time management skills and the ability to perform under pressure situations. Improved work efficiency by introducing new strategies to do the regular work. Good listening skills helps to understand and perform the tasks per the instructions. Strong decision making skills which helps to prioritize work as per the important and deadlines. | | |  |
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|  | **Work Experience:**  Alpha Corporations  My duties in this job are:   * To perform document scanning procedures and enter them in the computer systems to make it easy for other departments to access and review them. * To type and send emails and letters to senior executives. * To supervise a junior staff of 5 clerks. * To provide for the billing requisitions and maintain a copy of them. * To respond to any emails, letters and correspondence. * To ensure customer satisfaction by replying to their queries. * To store and save office files and documents.   Betta Company  My duties in this job were:   * To write, type and enter information into computer systems. * To arrange file records and documents in the defined way. * To receive any payments from customers and deposit them in the bank. * To distribute any information in the staff on the orders of the senior executives. * To collect source documents from various departments. * To re-enter updated and verified data. * To make any necessary amendments in the data carrying errors. * To plan and implement the database management systems. | | | | **Objectives:**  My objectives in this job are:   * To provide clerical support in all the official work. * To document confidential information and maintain the security of that information. * To focus on the details of operations.   **Technical Skills:**   * Communication skills. * Typing speed. * Analyzing data and information. * Presentation skills.   **Core Competency:**   * Use of Microsoft office. * Time management skills. * Public speaking.   **Reference:**  To be provided on demand. | | |  |
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