

An office manager plays a key role in the office and involves in all tasks namely supervision, reporting, payroll, maintenance and administration. Office manager's primary role is to coordinate teams and tasks and thereby promote an effective work. Office manager also takes care of all administrative activities of an organization. Office manager must also have some knowledge on basic accounting since he would be responsible for taking care of the Bookkeeping or accounting activities also. One can make use of this sample resume format while preparing their actual resume.

Resume-Office Manager

James Mike
3333, 33, Some Drive,
NY 11111
Home: (Include home phone number)
Cell: (Include cell phone number)
Email:(Include email id)

I am currently working as office manager. I have 9 years of Professional experience in Office Management and Human Resources and Administration activities of an organization.

Objective:

As an Office Manager I want to coordinate and control all activities in an Office effectively and efficiently which would help the organization to achieve its objectives and goals with satisfied customer.

Education:

- Bachelor of Arts English Literature, NY, 1996

Professional Certifications:

- Professional Certification in Management, 1998 from Hampston, NY

Skills:

- ❖ Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Access, WordPerfect
- ❖ Have a good accurate typing speed of 80wpm
- ❖ Have good English-language skills both verbal and written
- ❖ Capable of working under pressure and meet deadlines as scheduled with quality in work
- ❖ Appointment Setting

- ❖ Capable of taking care of customer service activities and also front office management

Computer Skills:

Microsoft Office tools namely Microsoft Word, Outlook, Excel, Access, PowerPoint and usage of Internet Explorer, Netscape.

Key Strengths:

□ **Communication Skill:**

I have excellent oral and written English-language skill. I am also familiar with speaking other languages namely French and Spanish.

□ **Organized:**

I am very organized in my task and responsibilities assigned to me. This helps me to do my work effectively and efficiently. I have been appreciated and given letters from my senior managers for my organized efficient work.

Work History:**Dell Test Inc., - Office Manager**

Duration: Jan,2003 – Till date

Responsibilities:

As an office manager I take up the coordination tasks like coordinating meetings of Client and staffs. I am also responsible for maintenance of daily office operations and maintenance of calendar which would be referred by Board of Directors. Due to my previous experience in Human resource department I also take part in HR activities and manage some of the activities in HR department like invoice checking, enrollment process, working on feedback of employees regarding changes in organization like facilities needed, cafeteria arrangement, seating arrangement needed. I also manage and take control of security issues and take care that security is maintained to the utmost level which is very vital for an organization.

Data Test Ltd- Assistant Office Manager

Duration: Mar,2002 – Jan,2003

Responsibilities:

As an Assistant Office Manager I took care of all the work related issues in the organization and was responsible for taking care of the employee's queries and feedback. I was assisting all the activities of the Office manager in the company. I also coordinated the training department for effective training for employees which helped in continuous learning and thereby growth of the organization.

Lexican Data Pro Ltd - Executive Assistant

Duration: April,2001 – Mar,2002

Responsibilities: Human Resources and Administration

I was assisting the entire task in Human Resources and Administration and I was reporting to HR Manager. I have vast knowledge in database and I handled the Maintenance of employee records for the organization. I also took active part in taking care of employee related issues. I took the responsibility of taking care of all the coordination and maintenance activities related to Human Resources department and thus I was responsible for managing and coordinating the making travel arrangement, hotel arrangements as needed by clients at specified time.

James and Sons- Executive Assistant

Duration: Mar,2000 – Apr,2001

Responsibilities:

As an Executive Assistant I assisted in all activities in the organization. I was responsible for entering the data in database and thereby updating the record for taking monthly reports which was used by office Managers.

Excel Data Pro – Administrative Assistant

Duration: Jan,1998 – Mar,2000

Responsibilities: Administrative assistant

I started my career as Administrative assistant and I took the role of Administrative assistant in sales department of the organization. As an Administrative assistant of this department I took care of minor tasks in book keeping, accounting, data entry of sales and other assigned tasks in sales department.

Interests:

Reading adventure books, swimming, Listening Music

Languages Known:

English, French, Spanish