

Module Code: LCLM4005

**Module Title: Employability and
Career Development**

Assessment Type: Mock Interview

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Student Id: 2513303

**Module Leader: Dr. Sujeewa Herath
Mudiyanseelage**

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Curriculum Vitae

Carina Mircea

BUSINESS SKILLS STUDENT

+44 7903 481 227

carina.mircea@email.co.uk

London, UK

PROFESSIONAL PROFILE

Motivated and organised Business Skills student with experience in administration, customer service and event coordination. Confident in managing records, handling enquiries, supporting daily operations and communicating with customers, contractors and team members. Reliable, detail-focused and ready to contribute to a professional office environment as an Office Administrator.



KEY SKILLS

- Administration of online systems and compliance schedules
- Minute-taking and distribution for formal meetings
- Invoice processing and purchase order management
- Tenant and contractor liaison
- Incoming call and email management
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Bilingual: English and Romanian



EDUCATION

Certificate of Higher Education – Business Skills for the Workplace
University of Wales Trinity Saint David
2024 – Present



INTERESTS & ACTIVITIES

- Active member of the university Business and Enterprise Club
- Completed an online Certificate in Office Administration and Reception Skills (2025)
- Interested in property management and building operations



WORK EXPERIENCE

Sales Associate & Admin Support | Primark, London

March 2023 – Present

- Managed stock compliance records and contributed to weekly inventory updates using in-store systems
- Handled customer enquiries in person and by phone in a fast-paced retail environment
- Supported management with scheduling, shift communication and team briefing notes
- Processed purchase-related transactions and maintained accurate financial records at the till
- Contributed to visual merchandising and maintained presentation standards across the shop floor

Hospitality & Events Coordinator | Novotel London Centre

May 2022 – February 2023

- Coordinated conference and meeting room bookings, ensuring all requirements were accurately recorded and delivered
- Maintained detailed records of guest dietary requirements, booking confirmations and contractor arrangements
- Took and distributed meeting notes for internal operations briefings
- Monitored the general enquiries inbox, responding to and routing communications appropriately
- Liaised with contractors and suppliers to arrange visits and follow up on outstanding issues
- Processed invoices and coordinated with the accounts team to ensure timely payments

Cover Letter

Carina Mircea

+44 7903 481 227 carina.mircea@email.co.uk London, UK

7th June 2026 The Hiring Manager

Office Angels (on behalf of their client) Victoria, London

Application for Office Administrator – Victoria

Dear Hiring Manager,

I am applying for the position of Office Administrator advertised on Reed.co.uk via Office Angels (Ref: 56839412) in Victoria. I am now studying for a Certificate of Higher Education Business Skills for the Workplace at the University of Wales Trinity Saint David and am looking for a full-time role working in an office environment which is challenging yet varied.

The duties outlined in this job description are like those I have had in my various roles. I have co-ordinated contractors' visits at Novotel London Centre on a regular basis, monitored and responded to the General enquiries Inbox, took formal minutes for operations briefings and processed invoice payments in conjunction with the accounts team and maintained detailed compliance records. These skills correspond directly to the key responsibilities listed in your job description such as keeping compliance schedules, initiating purchase orders in SAGE, invoice processing and handling utility and contractor correspondence.

My current position at Primark has further developed my skill set in ensuring accurate records are kept within a fast-paced system, communication between teams and administrative support for management. I am bilingual, in English and Romanian, which has enabled me to communicate well with a variety of clients and colleagues. I have a high degree of self-efficacy in using Microsoft Office applications and can learn new software easily.

I would be happy to be of service and to help make your place of work a positive and productive one and would be happy to be of service to both your Property Department and Accounts Departments. I have attached the CV for your review and would like to discuss my application with you in greater detail. Thank you for your time it.

Yours faithfully, **Carina Mircea**

Appendix– Job Advertisement

⚡ Easy Apply

Office Administrator

29 April by Office Angels

officeangels
an ADGEE brand

£ £27,000 - £30,000 per annum

🕒 Permanent, full-time

📍 London

Apply now

♡ Save

Full job description

Job Advertisement: Office Administrator

Are you a proactive and organised individual looking to make a difference in a dynamic work environment? Our client is seeking an enthusiastic Office Administrator to join their team! If you thrive in a fast-paced setting and enjoy supporting diverse departments, this role is perfect for you!

Position: Office Administrator

Location: Office-based in Victoria

Hours: Monday to Friday, 09:00 - 17:00

Reporting to: Head of Service Delivery

Main Purpose of the Job:

As the Office Administrator, you will play a key role in supporting the Property and Accounts Departments. Your responsibilities will include a variety of administrative tasks that ensure smooth operations and excellent service delivery.

Key Responsibilities:

- Provide lunch time cover for the reception desk area.
- Keep the compliance schedule updated to flag upcoming inspections and testing.
- Maintain all online systems (PRISM, Asbestos Management, etc.) to ensure accuracy.
- Take and distribute minutes for Monthly Property Meetings, HRB Meetings, Debtor Meetings, and any other meetings as required.
- Scan and file client correspondence within designated e-folders.
- Answer incoming telephone calls, addressing inquiries and forwarding calls as needed.
- Monitor the general info email account and action emails promptly.
- Manage utilities and council tax transfers to and from tenants, including obtaining meter readings and coordinating with the Accounts Department for payments.
- Organise and maintain office supplies and stationery stock.
- Issue and monitor security passes for tenants and contractors.
- Handle incoming and outgoing post, including couriers.
- Liaise with tenants regarding day-to-day issues.
- Arrange contractor visits and follow up on outstanding reports, quotes, and invoices.

- Keep the procedures manual updated and accessible.
- Set up and maintain the Meeting Room to ensure it meets the required standards.
- Support the Head of Service Delivery with weekly building safety checks.
- Raise purchase orders in SAGE and provide administrative support to the Accounts Department.
- Process invoices for payment on the Paperless system in collaboration with the Accounts Department.
- Draft APT agreements for new tenancies or renewals, ensuring all specific details are accurately included.
- Handle deposit protection certificates with TDS and process deposit protection payments.
- Maintain an up-to-date contact list and right to rent documents.
- Obtain and keep a register of contractor insurance documents.
- Perform general administrative duties, such as typing letters/reports and shredding old documents.

Why Join Us?

This is an exciting opportunity to be part of a vibrant team and contribute to the success of our organisation. The ideal candidate will be adaptable, detail-oriented, and ready to take on various tasks as they arise.

If you are ready to embark on a fulfilling career as an Office Administrator and contribute to an outstanding team, we want to hear from you!

Join us in creating a positive and productive workplace. Apply today!

Office Angels is an employment agency. We are an equal opportunities employer who put expertise, energy, and enthusiasm into improving everyone's chance of being part of the workplace. We respect and appreciate people of all ethnicities, generations, religious beliefs, sexual orientations, gender identities, abilities and more. We do this by showcasing their talents, skills and unique experience in an inclusive environment that helps them thrive. If you require reasonable adjustments at any stage, please let us know and we will be happy to support you.

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Office Angels acts as an employment agency for permanent recruitment and an employment business for the supply of temporary workers. Office Angels UK is an Equal Opportunities Employer.

By applying for this role your details will be submitted to Office Angels. Our Candidate Privacy Information Statement explaining how we will use your information is available on our website.

References

Office Angels (2026) Office Administrator – Victoria, London [Job Advertisement via Reed.co.uk]. Available at: <https://www.reed.co.uk/jobs/office-administrator/56839412>.

University of Wales Trinity Saint David (2026) Module LCLM4005: Employability and Career Development – Assessment Specification. UWTSD Internal Document.

Chartered Institute of Personnel and Development (CIPD) (2025) What is employability? Available at: <https://www.cipd.org/uk/knowledge/factsheets/employability/>.

Reed.co.uk (2026) What does an Office Administrator do? Career Guide. Available at: <https://www.reed.co.uk/career-advice/office-administrator-job-description/>.