

Siddra Kauser

Student ID: 2423006

CV & Cover Letter

Moodle Code: LCLM4005

Personal Statement

I am a proactive and well-organized person with experience in office administration. I enjoy helping teams stay efficient and ensuring everything runs smoothly. I have strong communication skills and can remain calm and focused on busy situations. I am confident using Microsoft Office and take pride in being dependable and efficient. I am excited about the chance to work in a school environment, supporting staff and students to succeed. I am eager to learn and grow in a role where I can make a positive difference.

Education

5 GCSE A-C

BTEC Level 2 & 3 In Business Administration

Key Skills

- **Strong Communication**
- **Customer Service Skills**
- **Good Interpersonal Skills**
- **Excellent Time Keeping**
- **Organizational Skills**
- **Fluency in Microsoft Office**

Previous Office Administration Experience

Managed daily administrative tasks such as filing, data entry and handling correspondence, ensuring smooth office operations.

Customer Service Skills, greeted visitors, answered phone calls and responded to inquiries professionally.

Worked in busy environments, handled multiple tasks simultaneously in fast paced settings.

Used Microsoft Office, created spreadsheets, reports and correspondence using Word, excel and Outlook

Team Support, Assisted colleagues with administrative duties.

Company Name: Broadway Academy

183 The Broadway, Perry Barr, Birmingham, B20 3DP

05/10/2025

Position Applied: Administration Assistant

Dear Hays Recruitment

I am interested in the Administrator role at Broadway Academy. I have experience in office administration and enjoy helping teams stay organized and work smoothly. I am good at communicating with others, staying calm under pressure and using Microsoft Office programs.

I am excited about the idea of working at a school that cares about staff and students. I enjoy working in busy environments and am confident i can do the job well. I would love the chance to be part of your friendly team and help support the school's success.

Thank you for considering my application. I look forward to hearing from you soon.

Please contact me on 07761334093 or via email siddra5432@hotmail.co.uk

Kind Regards

Siddra Kauser

Job Advert Details:

Administration Assistant

5 days ago by Hays Specialist Recruitment Limited



£20,000 - £30,000 per annum

Birmingham, West Midlands (County)

Permanent, full-time

BROADWAY ACADEMY

ADMINISTRATION ASSISTANT

Grade 2 £24,796 - £26,824

36.5 hours per week, all year round