

Elizabeth Idehen Akpasubi
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Personal Profile

I am a motivated person with a passion to progress within the business industry and with strong interpersonal and communication skills. I am resilient, trustworthy and motivated with ambitions of becoming a business manager. I am applying for business administration positions. I would like to develop my skills and professional behaviour to support my progression towards management duties and I enjoy dealing with people. With this role I can support the business with any responsibilities.

I have completed an ICT subject which shows that I have gained strong IT skills. I am prepared to take on more duties and take the time required to finish deadlines. I have accurate data entry skills. I can work both individually and in a team.

Skills & Qualities

- Time management
- Confident
- Strong organisational, planning and prioritisation
- Determined
- Dedicated to my work
- Strong IT skills including MS Excel, Word, Outlook, and PowerPoint
- Develop good internal relationships and work with individuals
- Verbal and written communication skills

Work Experience

Business Administrator

AA Catering Equipment Services Ltd

05 May 2021- 12 June 2022

- Answering phone calls, taking messages
- Following up on customer business conversations, placing orders, paying and keeping track of company expenses
- Explaining the product brand to them, and guiding them through the purchasing process
- Preparing documents by editing and printing

Education

Blue Coat Academy, Walsall 2020

GCSEs – English Language grade 4, Mathematics 4

Level 2 Technical Award in Child development and Care B

Level 2 in Law and Legal work Pass

Level 2 in Science Pass

Level 2 in Business studies Pass

GCSE Spanish Grade A

Main Achievements

In 2021 I participated in a National Young Leader group with my school principal and my classmate. We had to work in a team, write down what we learned, share ideas.

In July 2019 I took part in National Citizen Service where I met new people in my age group, learnt to be a better communicator, gained leadership, interpersonal skills, public speaking and more confidence. I was given the chance to be the group leader for the day when organising our social action project. I helped to stand out for the fundraising.

In December 2017 I won a talent show which was a success as my group and I were proclaimed winners. I committed time and dedication to our shared goals. We had to work as a team by voting and agreeing to decisions together.

Hobbies & Interests

- Blogging
- Singing and dancing
- Choir singer
- Running

References

Available upon request

Cover Letter

October 17, 2022

Application for the Position of Business Administration

Dear Doyle,

I was happy to read about the Business Administrative job description at Virtual Bridges. I have a year of experience working in this field including finance and the skill set requirements you are looking for.

In addition to my administrative assistant skills I have strong communication, teamwork and customer service. The company I worked for a year ago, I was valued by the owner of the company for keeping meetings, answering phones, attending to customers, paperwork, updating financial records.

My resume goes into more detail about the daily job routine. There is an attachment of my resume for your review. I will be glad to have the opportunity for a personal interview. Thank you very much for your time.

Yours sincerely,

Elizabeth Idehen

Job Advertisement

Business Administrator

Tudor recruitment
Oldbury

Job details

Job type:
Full time
Part time
Permanent

Job description:

A business administrator is needed to join our recruitment team at our Oldbury, Sandwell, location.

In our employment agency, this position is permanent and should be full-time, from Monday to Friday.

However, because we want the best for our team and understand that occasionally those individuals aren't always available full-time, we will take into consideration part-time hours over 5 days.

The key responsibilities of this role are:

- Support the team with all customer care duties, including emailing, calling, messaging, and providing an application form.
- Addressing client inquiries and requests connected to job applications.
- Expertise with Microsoft Office tools, such as Teams, Word, and PowerPoint.
- Make sure you respond to any client emails and questions within 12 hours (maximum).
- Keeping careful records of business operations and files.
- Being prepared for any additional administrative duties that may be necessary.

The key skills required are:

- Have experience working as a business administrator.
- Being organised and motivated as you will be mainly working unsupervised.
- Capable to prioritise tasks and adjust to deadlines that change.
- Excellent verbal and written communication.
- Confident while speaking on the phone and in person with senior leaders and customers.
- A dedicated and positive attitude as well as the capacity to maintain composure under pressure.
- Office administration, paperwork, filing, bookkeeping, planning, and problem solving.

Apply right away if you want to join a fantastic business administration team in a great workplace.