

## Customer Service & Administration Professional

### Available Candidate Profile

#### CANDIDATE #E311

A highly organised professional with over 15 years' experience in high level Administration, Accounts Management and Payroll. I poses strong managerial and leadership skills and have proven experience with stakeholder engagement and customer service. I am a quick learner who is motivated, energetic, committed and loyal. I thrive on challenge and have the ability to work well independently or within a team environment. Available for full time opportunities in the South East Suburbs of Melbourne.

#### QUALIFICATIONS AND LICENSES:

Advanced Certificate of Business (Office Administration)

Associate Diploma of Business (Office Administration)

#### HOURS

Available for full time opportunities

#### CURRENTLY SEEKING EMPLOYMENT WITHIN:

Accounts Payable/ Account Receivable

Administration Assistant / Reception

#### TRANSPORTATION:

Own transport, readily available

#### RESTRICTIONS

Avoid lifting

Modified squatting, kneeling, reaching above shoulder