

Priya Sharma

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PROFESSIONAL SUMMARY

Organised and detail-focused administration assistant seeking an office support role. Confident with Microsoft Office, scheduling, data entry and reception duties, with strong written and phone communication. Reliable, discreet with confidential information, and able to juggle competing priorities to deadline.

KEY SKILLS

- Microsoft Office (Word, Excel, Outlook)
- Data entry with speed and accuracy
- Diary, calendar and meeting scheduling
- Reception and professional phone manner
- Filing, records and document control
- Stakeholder and customer communication
- Time management and prioritisation
- Discretion with confidential information

EDUCATION

Certificate III in Business Administration 2024
TAFE example, SA
Completed.

Higher School Certificate (Year 12) 2022
Secondary school example, SA
Completed.

WORK EXPERIENCE

Administration Assistant Feb 2024 – Present
XXXX Services, Adelaide, SA

- Managed reception, answered calls and directed enquiries professionally
- Maintained calendars, booked meetings and prepared documents
- Entered and checked data, kept records accurate and up to date

Office Junior (Work Placement) 2023 – 2023
XXXX Company, Adelaide, SA

- Supported the admin team with filing, scanning and data entry
- Learned office systems and professional email and phone etiquette

LICENCES & CERTIFICATIONS

- Driver's licence (Full)
- First Aid certificate (HLTAID011)

REFEREES

Referees available on request.