

Priya Sharma

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PROFESSIONAL SUMMARY

Organised administration professional returning to work after a five-year career break raising my children. Brings six years of office and customer service experience, strong organisational skills and recently updated digital skills. Looking for a part-time administration or reception role.

KEY SKILLS

- Office administration and reception
- Microsoft 365 (Word, Excel, Outlook, Teams)
- Managing calendars and bookings
- Customer service by phone, email and in person
- Data entry and record keeping
- Organising events and volunteers
- Problem solving and multitasking
- Clear, friendly communication

WORK EXPERIENCE

Career break (full-time parent) 2021 – 2026

- Volunteer treasurer for the local playgroup, managing the budget and records
- Organised school fundraising events with a team of volunteers
- Completed an online course in Microsoft 365 to update my skills

Office Administrator 2017 – 2021

XXXX Accounting, Box Hill, VIC

- Managed reception, phones and appointment bookings for a team of eight
- Kept client records up to date and prepared correspondence
- Coordinated office supplies and supported end-of-month processes

Customer Service Officer 2015 – 2017

XXXX Bank, Melbourne, VIC

- Helped customers with accounts and enquiries in branch and by phone

EDUCATION

Microsoft 365 Essentials (online short course) 2025

Online training provider example

Certificate IV in Business Administration 2016

TAFE example, Melbourne, VIC

LICENCES & CERTIFICATIONS

- Driver's licence

REFEREES

Referees available on request.