
Office Executive Resume

Job Objective

To obtain Office Executive's position in which I can increase my skills and become a valued member of the team.

Highlights of Qualifications:

- Good expertise in handling front office
 - Strong knowledge of office administration work
 - Amazing marketing and sales skills
 - Excellent written and oral communication skills
 - Superior social and interpersonal skills
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Professional Experience:

Office Executive

CACI International, Inc., Rocky Mount, NC

August 2007 – Present

- Managed front desk operations.
- Handled incoming and outgoing calls.
- Dispatched courier mails and maintained record.
- Distributed inwards documents received.
- Made and ensured payments of bills on time.
- Managed company's petty cash.

Office Executive

CBS Corporation, Rocky Mount, NC

May 2004- July 2007

- Handled client queries.
 - Coordinated daily operational activities.
 - Created daily reports.
 - Maintained all Registers and Records.
 - Attended Member and Guest Queries.
 - Handled all the telephone calls.
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Education:

Bachelor's Degree in Business Administration

Grayson County College, Denison, TX

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