

ROBER NIELSON

Account Coordinator

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New Zealand, Main City

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Around 9 - 10 years of experience in admin assistant or in a multi-national company. Overseas educational or work experience in an English-speaking environment will be a distinct advantage. Handle a large volume of global travel planning including airline reservations, train reservations, hotel accommodations, car service arrangements.

Education

2004 - 2008

Bachelor's Degree in Accuracy
Eastern University

CGPA – 3.91

2008 - 2009

Bachelor's Degree in Accuracy
Miami University

CGPA – 3.62

Interest

Learning New Thing

Playing Game

Interest Leadership

Skills

Presentations

Exceptional computer skills

Highly organized

detailed oriented

administrative processes

Knowledge of key

Professional manner

MS Word, Excel, Outlook

Experience

Account Coordinator

2008 – 2010 / *Wedevs Organization*

Manage, track, and communicate various financial administration on custom controls, including pricing discrepancies.

- Create, revise, and manage contracts and other documents in the Word, as requested, including checking in and out of the GP Selecta system. Calendar management across multiple parties
- Coordinates work within the work unit and with other work units/departments. Assist ATO and ATM with on that the coordination, development, and manage mentation of AMOD Standard Operating Procedures (SOPs)

Assistant Account Coordinator

2010 – 2013 / *DORTON COMPANY*

Maintain busy calendars, including scheduling meetings, meeting and greeting visitors and clients, answering phones, coordinating conference rooms and meal arrangements

- Manage, track, and control daily/weekly payroll processing in a centralized payroll function, working directly with other locations/departments in the.
- Provide back up support to other administrative assistants in the department.