ROBERT SMITH

Business Secretary

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Business Secretary with 8+ years of experience in Organising and managing all aspects of office operations, Overseeing finance, accounting and human resources matters, Managing all office activities such as reception, mail room, IT support, payroll, and also Coordinating with HR on employment practices and policies.

2019 – 2022

BUSINESS SECRETARY - ABC CORPORATION

- Maintained records of all financial transactions that occur within the company.
- Regularly communicated financial information throughout company on a weekly basis.
- Prepared all agreements, contracts, and agreements.
- Maintained accurate records of all documents in accordance with government regulations.
- Managed legal affairs including drafting, signing and filing documents.
- Managed financial affairs including processing payments, reconciling accounts, and verifying bank drafts.
- Ensured compliance with tax laws.

2013 – 2014

BUSINESS SECRETARY - DELTA CORPORATION

- Created proposals, yearly budgets, research studies for increased sales Successfully created tallies for advertisers to see their .
- Duties Included Routing Incoming Mail Assisting With Payroll Answering Multi-Line Telephone General Office Duties.
- Helped run and take care of all paperwork involved with the DECA club.
- This involving report sheets, fundraising forms, minutes, requisition forms, etc.
- Presidential Inaugural Parades 57th Presidential Inaugural Parades.
- Maintained files Handled incoming and outgoing calls Attended to needs of customers Interacted with vendors and clients Responsible for fixing and .
- Responsible for assisting the Business Manager with all aspects of the department, including but not limited to accounts payable, accounts receivable .

EDUCATION

MS

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SKILLS

Business Management, HR, Accounting.