



GURDEEP BISWAS

ADMINISTRATIVE ASSISTANT

 gurdeep@gmail.com

 895 555 555

 4397 Aaron Smith
Drive Harrisburg, PA
17101

 [linkedin.com/in/gurdeep](https://www.linkedin.com/in/gurdeep)

SKILL

Problem Solving

Adaptability

Collaboration

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

EDUCATIO

DEGREE NAME / MAJOR
University, Location
2007 - 2013

DEGREE NAME / MAJOR
University, Location
2006 - 2011

CERTIFICATION #1
University, Location

AWARD

AWARD RECEIVED
organization
2015

RESUME



Administrative Assistant with 6+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Possesses a B.A. in History and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Project Manager.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons, Boston, MA / September 2016 - Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company policy
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

SECRETARY

Bright Spot LTD, Boston, MA / June 2013 – August 2016

- Type documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supply inventories, and always careful to adhere to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

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