

# Estelle ESSAOU

## ADMINISTRATION ASSISTANT

### PERSONAL PROFILE

I am an administrative assistant with +4 years of experience preparing flawless presentations, assembling facility report and maintaining the utmost confidentiality. I have proven ability to work independently, manage multiple projects and meet tight deadlines. I have shown an excellent organizational skills, accuracy and attention to detail during my experience.

### CONTACT DETAILS

+ 678 5900212

estelleessaou92@gmail.com

Fresh Water Area, Port-Vila, Efate

### EDUCATION / SKILLS

- Vanuatu Institute Of Technology (VIT)
  - Business studies : accounting & administration
- Adaptability and communication skills
- Collaboration and strong work ethic
- Microsoft office

### REFERENCE

- Shirley ABRAHAM
  - Youth Challenge Vanuatu
  - Tel : 28182
  - Email: shirley.abraham.ycv@gmail.com



### WORKING EXPERIENCE

#### South Pacific Steel

*Salesperson (March 2018)*

- Maintain sales activity records and prepare sales reports
- Respond to sales inquiries and concerns by phone, electronically or in person
- Ensure customer service satisfaction

#### Wok i kik

*Officer (August 2015- December 2016)*

- Entering job advertisement to Wok i kik website
- Liaising with employers
- Marketing the Wok i kik to employers
- Administrative tasks : filing, answering employers, etc

#### Youth Challenge

*Receptionist (January 2015 - September 2015)*

- Data entry
- Work along with youths in writing application & CV
- In charge of customer services
- Administrative tasks : handling phone calls, filing,...

#### MJS Property Management

*Administration Assistant (2014)*

- Planning and organizing the pest control visit to other organization
- Managing receipts of the Organization
- Reporting at the end of every month