



Candidate with skills and experience in

Business & Services

December 2022

Candidate Profiles



HOW IT WORKS

1. Search through the candidate list for the skills or experience you're after
2. Send the reference number through to skills@wecc.org.nz
3. Receive full candidate CV
4. Contact candidate directly about the opportunity
5. Keep us in the loop with any progress! If they're not quite right, let us know and we'll try find another candidate.

Please note that the information provided in this document, and any information sent to you relating to these job-seekers has been provided by the candidate themselves

You are responsible for conducting your own due diligence and ensuring that your employees have a legal right to work in New Zealand.

Research Analyst

ref: 4182

To obtain a significant and challenging position as an entrepreneur especially if the domain is Ethical Finance or social sciences. I am seeking a challenging position in a similar firm. To excel in my work area and to add value to the present robust system in the business, especially for social wellbeing. My dedication, management skills, and teaching expertise can be utilized in this direction for being one of the top performers to serve humanity in a better way .I am equipped with great IT skills: Text mining or text analysis by Python programming. Web Scrapping Worked with many Research Softwares.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is seeking part-time work only

Skills

- Python Programming for Text analysis or Research purposes
- Web scraping
- SPSS Statistical software Advanced
- STATA Advanced
- ANOVA
- MS Office Advanced
- Understanding of Sharia issues
- Expert in Banking and Ethical Finance
- Compliance Reviewer

Experience

- **Compliance Reviewer and promoter of ethical Finance** (EFCO New Zealand)
May 2021 to Sep 2021
- **Office Coordinator**, Educational Institute,
March 2008- April 2013

Administrative Assistant

ref: 4167

I graduated in Dec 2020 and am a holder of New Zealand open work Visa. I was studying a master of professional accounting and have the work experience before I obtained my master degree. Goal-oriented assistant interfacing with management and other administrative departments. I possess strong multi- tasking skills, with the ability to simultaneously manage several projects and schedules. Strong administrative and organizational skills.Tech-savvy and efficiency-focused.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Good communication, customer service and problem-solving skills
- Multi-tasking and time management
- Great attention to detail while working under pressure
- Highly-organized and very proactive in learning new things
- Proficient in Microsoft applications including Excel and PowerPoint

Experience

- **Administrator**
Xi'an Kaiyuan Securities Company
Jul 2015 to Jan 2019

Research Analyst

ref: 4090

I completed my PhD in Accounting from Victoria University of Wellington in March 2021. My research examined the challenges for responsible investment in the retirement benefits sector of Kenya. I have attended and presented my research findings in conferences in Auckland and Edinburgh. I am a results-oriented, hands-on professional with skills in project management, financial management, research skills, well-developed interpersonal skills, training, and customer service skills. I have worked across a wide range of sectors and industries including hospitality, health, manufacturing, and government.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Research
- Project management
- Communication, both oral and written,
- Team player
- Financial management
- Tutoring

Experience

- **Research Analyst**
Office of the Auditor General, New Zealand
- **Tutoring and marking**
Victoria University of Wellington and Massey
- **University Electorate Officer**
Parliament of Victoria, Melbourne.
- **Events Officer**
Child and Family Services, Ballarat, Victoria, Australia
- **Researcher**
North Grampian Shire Council, Victoria, Australia

Business Administrator

ref: 4028

Business Administrator, more than 7 years in the financial field (finance, insurance & reinsurance), excellent commercial relations, ease and aptitude for learning new technologies and tools. Enthusiastic, responsible, committed, entrepreneur and disciplined. I have undertaken postgraduate studies in finance

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Problem-solving, time management and analytical
- Strong communication and interpersonal skills.
- Able to work under pressure.
- Knowledge using Bloomberg and Financial DataStream
- Data analysis (Power BI and Excel Data Model).
- Management and administrative skills such as customer inquiries, planning, control (balance scorecard and performance dashboard), budgeting, decision making, stock and inventory.

Experience

- **Underwriter Assistant**
Property Department Chubb Insurance New Zealand.
Apr 2019- present
- **Administrator**
Property Department Integro Limited.
From Jan 2013 – Jan 2016
- **Commercial Broker**
Engineering Lines, Financial Lines

Senior Accounts Executive

ref: 3689

A highly motivated and aspiring professional with appreciable Accounting & Computer application skills, sound analytical and audit capabilities, acquired by working with Chartered Accountant firm. I am looking for new vistas for improvement of career prospectus utilising knowledge, tertiary qualification and experience as an Accountant, Senior Accounts Executive for seven years and fourteen years as a Senior Audit Manager.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Adaptability to evolving accounting processes and technology
- Excellent computer skill
- Good interpersonal skills
- Design and Implementation of Accounting Systems and Internal Control Procedures
- Accounting
- Audit & Assurance
- Taxation and Assessments of Individuals, Partnership firms, Companies and Trusts
- Accounting packages - Oracle, SAP Fico, clients ERP and Xero

Experience

- **Accountant**
ISKCON Wellington Inc.
May 2019- Present
- **Senior Accounts Executive**
M/s.Rajagopal & Badrinarayanan Chartered Accountants- India.
2011-2017
- **Senior Auditor**
M/s.Rajagopal & Badrinarayanan Chartered Accountants- India.
1999-2011

Contact Centre Specialist

ref: 4080

A result driven professional best known for excellent interpersonal and liaison skills. Proven high productivity and award -winning track record in Operations and customer service. A friendly personality with vast knowledge of Banking across multiple lines of Business. Ability to communicate clearly and promptly at all levels. Seeking a varied role in a company that will help me to consolidate both my educational background and multiple experience, at the same time expand my knowledge creating the opportunity to significantly contribute in the overall growth of that company.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- MS office
- Xero Payroll
- Banking
- AML
- Team work
- Customer Service
- Banking

Experience

- **Contact Centre Specialist,**
Cash Converters,
Nov 2020 – current.
- **Investment Research Analyst,**
Arbitrage Wealth Management,
Aug 2020 – Nov 2020
- **Operations Officer (Client Integrity Unit)**
Rabo Bank, Wellington,
Sep - Jan 2020
- **Shift Manager,**
McDonalds NZ,
Wellington, 2019 – current
- **Budget Advisor,**
Salvation Army Porirua, 2018 – 2019 (volunteer)
- **Refugees Support,**
Red Cross, Wellington,
2018 (volunteer)

Senior Executive Officer

ref: 3465

I am a motivated and results-oriented professional with 10 years of relevant experience in the banking industry. I am very passionate about pursuing a career in the New Zealand banking industry. I exhibit a profound understanding of banking standards and policies, exceptional customer service, along with organisational and time management skills. A strategic thinker, strong leader and effective communicator. I am very eager to make a meaningful contribution within a dynamic organisation that will welcome my expertise.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Risk Assessment
- Regulatory Compliance
- Relationship Building
- Business Development
- Banking Products & Services Accuracy
- Customer-Centric Focus
- Strategic Thinking
- Collaborative Abilities
- Stress Management Highly Flexible
- Communication & Interpersonal Skills
- Forward Thinker

Experience

- **Night fill Assistant**
Lower Hutt.
- **Senior Officer**
Credit Division, Social Islami Bank, Bangladesh.
2013-2018
- **Manager, Operations**
Shahjalal Islami Bank, Bangladesh.
2011-2013
- **First Executive Officer**
General Banking In-Charge, Shahjalal Islami Bank, Bangladesh.
2010-2011

Business Administrator

ref: 4028

Business Administrator, more than 7 years in the financial field (finance, insurance & reinsurance), excellent commercial relations, ease and aptitude for learning new technologies and tools. Enthusiastic, responsible, committed, entrepreneur and disciplined. I have undertaken postgraduate studies in finance.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Problem Solving, time-management and analytical
- Communication and interpersonal skills
- Ability to work under pressure
- Advanced Excel skills
- Bloomberg and Financial DataStream
- Data Analysis (Power BI and Excel Data Model)

Experience

- Chubb Insurance
New Zealand Limited
From Aug 2019 – Present;
- **Underwriter Assistant –**
Property Department Chubb Insurance New Zealand Ltd, Apr 2019 – July 2019;
- **Administrator –**
Property Department Integro Limited.
From Jan 2013 – Jan 2016;
- **Commercial Broker –**
Engineering Lines, Financial Lines.

Financial Business Advisor

ref: 3384

Qualified in International business and seeking an opportunity to expand my work experience, knowledge and build a long-term career in global, cultural and diverse businesses.

I am a proactive person, well-organized and methodical, teamwork oriented with proven initiative and excellent interpersonal skills.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Customer relationship
- Communication skills in foreign languages (Spanish, Italian and English)
- International affairs and development knowledge
- General Accounting process
- Cross-Cultural management
- Administration and Microsoft skills
- Leadership and management skills
- Research and analysis skills

Experience

- **Graduate Accountant**
James Anthony Construction
Remote part time
- **Hospitality Store Sales**
Consultant
Reward Hospitality
- **Financial Business Advisor and Teller**
Bancolombia Group

Economics Graduate

ref: 4195

I'm graduating next year with a Bachelor of Commerce majoring in Economics and International Business. Originally from Indonesia, I have learned to be adaptable and quickly learn new things at a young age. Throughout my study, I have developed great transferrable interpersonal skills, which I am sure can be used in many industries. I am interested in applying my research and analytical skills to achieve better results. I have some exposure to research and evaluating data, which I demonstrated through participating in a micro internship project during semester break and in Economics Competition in collaboration with the Treasury. Overall, I am a goal-oriented person who enjoys challenges, and I would be open to any roles that suit my skill sets.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Time management
- Teamwork
- Leadership
- Detail-oriented
- Basic understanding of Xero

Experience

- **Classroom Equipment Checker**
University of Auckland,
March 2021 – March 2022
- **Kitchen Hand**
Lord Kitchener,
Nov 2020 – Jan 2021
- **Strawberry picker**
Phil Greig Strawberry
Gardens

International Business & Information System Graduate

ref: 4142

I am an International Business and Information System graduate. I have a couple of years of extensive experience in event management, assistance experience while finishing my study and sales/customer support before my study and after study. Remarkable ability in time management, planning and managing multiple deadlines and supporting people's needs. Seeking a role to grow my skills and expertise to help the company accomplish their goals by employing my knowledge, experience, and expertise. Currently, I am looking for a full-time job after complete my studies at Victoria University and passionate to develop my office management skills in the organization.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Customer Service experience with people's centred approach abilities
- High-level team player skills: Willingness to support teammates, share tasks and to work together to improve collaboration.
- Strong organisational skills backed with task prioritisation, good time management.
- Excellent interpersonal skills.
- Personable and friendly.
- Quick learner and able to work autonomously.
- Good knowledge of social media platforms and Microsoft Office.

Experience

- **Contractor**
Datacom Wellington,
Oct 2018-present
- **Sales and Marketing Executive**
Amani Life Sdn Bhd,
Malaysia,
Oct 2017- May 2018
- **Project Manager**
MARA Professional College,
Malaysia,
Dec 2016- Aug 2017

Operations Advisor

ref: 3375

I am skillful in business process reengineering with 10 years of experience in NZ, UK, USA and UAE. Being a versatile individual, I embrace different cultures naturally and can speak various languages. With a proven track record in private and public sector, I am seeking an opportunity to leverage my skills. The projects undertaken were in customer service, administration and business process outsourcing.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Process Mapping and Process Improvement
- Organisation skills
- Relationship Management
- Teamwork
- SAP functional and technical understanding in the areas of FICO,S&D,MM
- Ability to understand Cost accounting and financial statements
- Understanding of e-business / e-procurement systems
- Understanding of cross-cultural / global issues
- Business ethics

Experience

- **Data Analyst,**
Ministry for the Environment,
July 2020- present.
- **Business Analyst,**
The Savage Humans,
July 2018- Oct 2020.
- **Data Analyst & Operations Advisor,**
Department of Corrections ,
Nov 2017- Jan 2020
- **Analyst/ Administration Assistant,**
ACC, Hamilton.
Aug 2017- Nov 2017

HR Coordinator

ref: 4181

I'm graduating from my Bachelor's degree in Education and Psychology from Victoria University in Wellington at the end of this year. I also have a minor in Philosophy and consider myself a deep thinker. I am a people person and have a passion for connecting and networking with people. So I became interested in the field of Human Resources and Recruitment - but really, anything to do with people.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Microsoft Office
- Adobe Photoshop
- Video Editing Skills
- Clear Communications
- Customer Service Experience
- Ability to Network & Connect Easily

Experience

- **Office Experience Coordinator**
WellingtonNZ,
Jul 2022-present
- **Employer Connect Programme Assistant**
WellingtonNZ,
May 2022-Jul 2022
- **Checkout Operator**
NewWorld,
Apr 2021- present

Operations Manager

ref: 4172

Highly organized self-starter with solid depth knowledge of Client Relation, Business development, Account handling, Events and Office operations, looking for suitable job opening with a organisation where I can lean and grow.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Verbal & Written Communication,
- Networking,
- Customer Service,
- Problem Anticipation & Resolution,
- Relationship Building & Management,
- Multi Projects Operations Oversight,
- Lead Generation,
- Planning & Implementation,
- Time Management & Decision Making,
- MS Office Tools

Experience

- **Operations**
ePROJECTS.LLC, Qatar,
Jul 2018- Dec 2020
- **Client Relations Manager**
StellarMind HR Consultants
Oct 2015- Mar 2018
- **Business Development Manager**
ITL World, Dubai
Mar 2013- Feb 2015
- **Business Development Executive**
ITL World, Qatar
Jul 2011- Jan 2013
- **Client Service/ Event Coordinator**
Premier Teknomedia
Aug 2004- May 2011

Legal Advisor

ref: 4159

Versatile legal professional with a master's degree in Social Communication. Extensive experience in dealing with complex legal issues and in formulating high quality policy and regulatory advice. Expert in working in a diverse and broad-ranging legal environment at different organisational levels and in building a strong relationship with key stakeholders. Focused on drafting, implementing, and interpreting policy and law.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Law interpretation,
- analysis,
- draft policy,
- project management,
- case law enforcement

Experience

- **Law clerk**
Woods Fletcher & Associates Ltd, Wellington.
2021-present
- **Law clerk**
T Carter Barristers & Solicitors, Wellington.
2019-present
- **Employment Team Project Coordinator/Intern,**
KiwiClass, Wellington.
2019-2020
- **Senior Legal Advisor,**
Constitutional Court,
Colombia, 2010-2018
- **Law Lecturer,**
Sabana University Law
School, Colombia, 2017

HR Talent & Change Manager

ref: 3847

I am a HR Professional with over five years of experience, recently working within countries and cultures across continents through the exposure of collaborating with leaders in multiple projects, bringing to the table true partnership with numerous stakeholders, conceptual thinking, communicative skills and an ability to think on my feet. I am lively, balanced and work-shoes person; collaborator, living firmly and with passion through my values and openness.

Apart from Spain where I spent most of my life, I have stayed around two years in the United Kingdom, two months in Germany, Thailand and Indonesia, giving me deep developmental, cultural and professional insights.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Good Communication & presentation
- Talent and data analysis
- Cultural and diversity awareness
- Analytical-strategic thinking
- Psychological approach
- Formation
- Authentic leadership
- Intrapreneur and creative
- Understanding of cultural differences

Experience

- **HR Talent & Change Manager**
Salam Pacific Indonesia Lines (SPIL)
Dec 2018- Dec 2019
- **HR Analyst**
Birla Carbon
Aug 2017- Aug 2018
- **Development Partner**
University Widya Mandala Surabaya
Mar 2017- Jul 2017
- **Adjunct Lecturer**
University Widya Mandala Surabaya
Feb 2016- Jun 2016

Procurement Manager

ref: 3716

I am an experienced and dedicated Logistician with 5+ years as a Procurement Manager and Purchasing Officer. I offer well developed customer engagement service and support. Interpersonally, I bring strong relationship management and communication skills. I have a strong background and extensive knowledge in local and global procurement and logistics, as well as being competent in undertaking administration duties.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Good computer and MS office knowledge
- Good relationship management
- Contract negotiations
- Buyer
- Focused on QCD
- Knowledge of manufacturing industry
- Strategic procurement
- Planning and forecasting to suppliers to avoid any production loss

Experience

- **Retail Assistant,**
Habitat for Humanity,
Apr 2019- present
- **Assistant Procurement Manager,**
Bhagwati Products Ltd. India
May 2016- Nov 2018
- **Senior Procurement Executive,**
Videocon Industries Ltd.
India,
Feb 2014- May 2018
- **Purchasing Officer,**
Adore Business
Management Pvt Ltd. India,
Aug 2008- Jan 2014

Technical Administrator

ref: 4194

I am a hard worker who always gives my best, and who is always willing to learn and be part of a Team.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Radio Broadcast Support,
- Asset Management,
- Fleet Management,
- SCM

Experience

- **Technical Administrator,**
South African Broadcasting Corporation (SABC)
17 years
- **Media Librarian,**
South African Broadcasting Corporation (SABC)
12 years

Senior Account Executive

ref: 4187

I have a background working in marketing at various advertising agencies in Thailand, where I held a client account executive role. I currently work in Wellington at Bali Ritch's a day spa, where I'm a massage/beauty therapist. My role includes reception based tasks including, warmly receiving visitors, and managing bookings via phone and email.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Digital Marketing
- Social Media Specialist
- Microsoft Office
- Management

Experience

- **Senior Account Executive**
- **Digital Marketer**
- **Social Media Specialist**

Hydrogeologist, Water Resource Management

ref: 4153

Highly motivated, conscientious scientist with a Master's degree in Hydrogeology, and 17 years' experience in Water Resources Management and Sustainable Environmental Protection.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Expert knowledge and experience in managing and strategy development of water resources
- Staff Consultations
- Supply Chain Management & Optimization
- Focus Groups, Workshops, & Presentations
- Project Management
- Collaboration & Teamwork
- Development and implementation of resource management plans

Experience

- **Shop Attendant**
Countdown NZ
Oct 2021- present
- **Hydrogeologist**
Department of Natural Resource & Environment, Vietnam
Sept 2003 – Dec 2020

Administrator

ref: 4138

I am a motivated, hardworking, committed, reliable and trustworthy individual who provides outstanding customer service with a positive and friendly attitude and has great communication skills. I have a keen eye for detail and maintain excellent presentation skills. At the moment, I am looking for a valuable role where I can enhance and contribute my skills towards the smooth running of the business on a day to day basis

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Good Communication,
- Teamwork
- Can lead a team
- Talkative & Extrovert
- Basic at MS Office

Experience

- **Fresh Food Assistant**
Countdown,
Jan 2021- present
- **Nightfill Manager**
Countdown,
Nov 2019- Jan 2021
- **Retail Manager**
Downtown Pizza Carterton,
Apr 2018- Sep 2019
- **Grocery Assistance and supervisor** (night)
Countdown,
Apr 2016- Mar 2018
- **Team member and duty manager**
Pizza Hut,
Jun 2014- Feb 2017

International Affairs Practitioner

ref: 4095

Have great understanding and management skills for working with culturally diverse groups, works efficiently on own initiative and as a part of a team. International Affairs Professional with 8 years' experience in International Development Project Management, donor experience, Official Development Assistance (ODA), strong Latin American region experience, post- conflict countries experience, reporting requirements and design projects and make sure the smooth implementations. Competent at International liaison with various stakeholders, facilitating coordination of the projects advising related parties at timely manner, have worked with people from more than 15 countries' over the world, and lived in 7 countries.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- International Liaison with various stakeholders,
- facilitating coordination of the projects,
- advising related parties at timely manner,
- multicultural skills
- works efficiently on own initiative and as a part of a team,
- analysis,
- strategic planning,
- competitor and client research skills for managing development projects,
- reporting requirements,
- design projects .

Experience

- **Project Manager** (ODA) Japanese Embassy for New Zealand. Aug 2019- Mar 2020
- **Project Manager** (ODA), Japanese Embassy for Serbia and Montenegro. Aug 2018-Mar 2019
- **Project Manager** (ODA), Japanese Embassy for Guatemala. July 2015-Mar 2017
- **Multilingual Office Clerk**, Ministry of Internal Affairs and Communications.Tokyo, July 2012-Mar 2013

Business Support Specialist

ref: 4026

I have over 12 years of relevant experience in handling operations, procurement, coordination, managing and handling the office routine affairs to give effective output for expansion of the business and reaping benefit in terms of profit. I have proven ability to manage a successful team and ensure training commitments are completed in a timely fashion as a leader. I am results oriented and a quick learning, with experience working in government and private companies.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- Handling operations and procurement
- Office coordination, administration and management
- Hands-on experience in logistics, audits, sourcing, legal HR and IT support departments
- Quick learner
- Excellent communication and interpersonal skills

Experience

- **Key Account Manager**, Brelext Technologies, Hamilton. May 2020-present
- **General Services Officer**, Malomatia India Tech Services- A Qatar Government Company. Sept 2014- Jan 2020
- **Admin & Facilities Manager**, SG Analytics. Oct 2013- Feb 2014
- **Senior Admin**, IDHASOFT Ltd. Feb 2011- Sep 2013

Administrator

ref: 3844

I have been supporting organisations to manage administrative activities right from office set up, establishing day to day processes and maintaining records in back office systems. I have supported recruitment processes and established strong working relations with vendors while working in India. After a break in career due to family priorities, I am now looking to get back in the workforce in NZ and looking for the right opportunities

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Clear and simple communication skills, active listening
- Develop good relationships, friendly and approachable
- General administration, payroll, invoicing and handling staff
- Record keeping
- Microsoft Excel, Word and PowerPoint, intermediate
- IT savvy and adapt to new systems
- Accounting software, Tally 9 and MYOB

Experience

- **Admin Support** (volunteer), Vinnies-Resew, Aug 2019- present
- **General/ Business Manager,** Manomay Technologies Pvt Ltd. India, 2013-2015
- **Partner/ Business Administrator,** Sanjeevani Software Services, India, 2011-2012
- **HR Administrator,** Manomay Technologies Pvt Ltd. India, Sep 2010- Jun 2011

Project Coordinator

ref: 3834

I am a dedicated and motivated coordinator with specialisation in analytical approaches and event management to facilitate administrative working programs. I am interested in new technologies and can easily adopt and learn new systems. I am currently seeking a career to apply my database knowledge and coordination experiences to contribute individually and in an efficient teamwork environment to deliver projects efficiently as well as developing and learning new skills.

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Over 5 years experience in project coordinator roles
- Time and risk management
- Event and workshop management
- Market research and Analysis
- Monitoring and reporting
- High attention to details
- MS suite

Experience

- **Advance Voting Issuing Officer,** Electoral Commission. Wellington, 2020
- **Project Coordinator,** Torfeh Negar, Iran, 2011-2014
- **Team Coordinator,** Borna, Iran, 2009-2011

Medical Secretary

ref: 3501

I am a Medical Secretary with over 20 years of experience in Management and Administration. I use my initiative, have lots of enthusiasm and a can-do attitude. I am willing to go the extra mile and can work under pressure. I am looking for a new challenge with an organisation where I can add value by utilising my knowledge, experience and expertise

This candidate is only seeking opportunities within the Wellington region.

This candidate is available for full-time work.

Skills

- Good administrative skills such as typing and time management
- Very strong communication and interpersonal skills
- Friendly and approachable personality with the ability to build good rapport with others
- Strong problem-solving skills, approaching challenges in a logical and analytical manner
- Strong organisation skill
- Time management
- Multitasking
- Willing to work overtime and work under pressure
- Honesty, loyalty and integrity

Experience

- **Teacher Reliever**
Discovery Childcare Centre
May 2017 - Present
- **Teacher**
Discovery Early Learning
Aug – Sept 2016
- **Teacher**
Early years, May- Jun 2017
- **Teacher**
Lower Hutt City Childcare Centre
Oct- Nov 2017
- **Volunteer Administrator**
Wellington Regional Healthy Housing Coalition
July 2014-present
- **Medical Secretary**
Caritas Medical Centre,
Hong Kong, 1991-2013

Administration Manager

ref: 3467

I have more than 5-years of experience in coordination and administration related tasks with analysing information, managing databases and preparing management-related documents. I have 'Can Do' attitude and a sense of completing assigned tasks in time. I am a self-managing reliable team player paying attention to organising and prioritising tasks to complete them. These provide me to be proactive and to support in general administration and project management. I have multiple work-related skills and attributes to adapt to the environment. As the skills can be transferable into administrative positions, my high preference is to work for an entity in a teamwork environment, which closely related to demonstrate my skills, knowledge and team orientation that I have gained through my career and educational progress. I am looking for a suitable opportunity to enjoy the excitement with people from various backgrounds.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- MS office
- Business Process based Document Automation with MS Excel
- MYOB, SPSS, E Views, SAS
- Customer Focused Services
- Research, Data Collection, Analysis, Presentation
- Accounting and Financial Analysis
- Leading, Coaching, Training, Counselling
- Academic Curriculum Development and Quality Assurance
- General Administration and Recruitment
- Preparation of Training Manuals and Report Writing

Experience

- **Administration Manager**
Fifth Season Design
Mar 2018 - May 2020
- **Academic Consultant,**
International Training Institute.
Mar 2018 – Jun 2018
- **Director of Studies/ Quality Assurance,**
International Training Institute.
Jan 2016- Mar 2018
- **Senior Lecturer**
Gr. I, Nilai University.
Dec 2014 – Dec 2015
- **Social Worker,**
New Zealand Red Cross.
Apr 2014 – Dec 2014

Sales, Technical Support & Customer Services

ref: 4152

After 2 and a half years in technical support and 3 years in hospitality , I am passionate about satisfying customers with my performance. These days I found that I want to try something more creative to make new service and then satisfy customers. I am always eager to upgrade my current skills so I believe my strengths would help me succeed in the IT industry.

This candidate is prepared to move within New Zealand for the right opportunity.

This candidate is available for full-time work.

Skills

- 6 years experience in Hospitality
- Working in a team and dealing with customers
- Customer focused service
- Strong listening ability, communication skills.
- Prioritise work skills and excellent collaboration skills with a wide range of people.

Experience

- **Chef**
for 3 years
- **Saleswoman, Customer Service and Technical Support**
Mobile retail shop
2.5 years