



Elvis Graham

Administrative Support

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Languages

English (Native)

About

I am dedicated to providing excellent customer service in fast-paced retail environments. With experience in greeting customers, client advising, styling, product labelling, stockroom management, and store maintenance, I excel at multitasking and thrive on delivering a premium shopping experience.

BRANDS WORKED WITH

Oasis Academy

Experience



● Administrative Support Assistant

Oasis Academy | Jun 2022 - Jul 2022

coordinating meetings, and handling correspondence.

- Maintained organised filing systems, improving accessibility and efficiency.
- Utilised strong communication skills to interact with Parents, Teachers, and Pupils.
- Prepared and proofread various documents, ensuring accuracy and professionalism.
- Assisted in event planning and coordination, demonstrating attention to detail and multitasking abilities.
- Proficiently used office software, such as Microsoft Office Suite, for data entry and report generation.
- Demonstrated a high level of confidentiality while handling sensitive information.
- Collaborated with teachers to streamline processes and enhance overall office productivity