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|  | Argjiro bako20227 Seneca Sq. Ashburn, VA 20147  |  argjiropali1983@gmail.com  |  571-620-8726 |
| Objective | I am currently looking for a full time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively as well as to increase my skills and to gain further experience. |
|  Experience |  **ADMINISTRATIVE ASSISTANT** WORLDWIDE FLIGHT SERVICESJUNE 2016-PRESENT* Complete operational requirements by scheduling and assigning administrative projects; expediting work results.
* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures
* Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions

**Office agent** CAS USAjune 2015-JUNE 2016* Handling of Inbound and outbound flight operations
* Issuing and booking AWB
* Verifying documentation for outbound flights in order to verify they meet customs and government requirements at origin of destination.
* Arranging trucks by notifying appropriate companies for picking up their cargo.
* Planning Pallets for export flights and loading cargo according to their priority by following specific instructions and booking list.

**Deli Department clerk** harris teeter inc.Septmeber 2014-June 2015* In charge of inventory.
* Maintaining a professional relationship between the company and their customers.
* Demonstrated willingness to learn a new concept and work under pressure and a timely constraint.

**front desk receptionist** general clinic of alexandros mastorasfebruary 2008-december 2013* Responsible on maintaining the front desk.
* Calling and confirming appointments with prospective clients.
* Basic office day to day operations.
* Meet demands of a variety of clienteles
* Informing clients of their basic test results and having them follow up with the doctor.
* Efficient use of Microsoft Office use, especially calendar and outlook. .

**sales representative** marks & spencer-corfu greeceapril 2004-january 2007* Interacting with costumers on a day to day basis and assisting into meeting their needs.
* Selling and up selling products to customers in order to meet quarterly goals set by department. Always exceeded those expectations.

Great communication skills and promoting skills. |
| Skills  | * Exceptional communication skills and quick learner.
* Excellence in customer service.
* Multilingual (English, Greek, Albanian).
* System expert on SkyChain,Voyager, eCHAMP and Cargo Spot.
* Proficiency in MS Windows
* IATA NON-Radioactive CAT 6 Certified
* Billings
* Payroll
* Invoices
* New Hire / Terminations
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| Education | **first highscool of corfu**, corfu greecegeneral degree |
|  References | **references upon request** |
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