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| ambar Balu |  |

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|  | **PERSONAL PROFILE** |

A recent BSc Sociology graduate with a 2.1 honours degree from Kingston University. I am an articulate, confident person who relishes challenges and problem solving. My greatest strengths are strong organizational skills, taking initiative, versatility and working well in a team. I have over a year of administrative experience, taking on some PA duties combined with my excellent customer service and communication skills. Seeking a position in an administrative role.

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|  | ExperienceHR Administrator (Temp) |OC&C Strategy Consultants, Chancery Lane, LondonFeb 2020 – MAR 2020Assisted the HR team in the recruitment of over 160 X graduates Integrating and prepping over 160 interview candidates during the Graduate recruitment process, scanning candidate documents and collating interview feedback formsScheduled graduate interviews and collated candidate information and interview feedback formsResponded to recruitment and travel expense enquiries and approved claims for travel expensesProvided on-going support for the Recruitment Officer and HR team including the diary management of Consultants and ManagersProject Assistant Intern | Solebury Trout, Union Square, San FranciscoJan 2020 – jan 2020  * Responsible for co-ordinating the annual 1x1 Management Access Event for the JP Morgan Healthcare conference (Jan 2020) * Facilitated the registration of over 90 corporate attendees including the coordination of social events * Liaised with investors and participating CEOs to ensure the smooth running of investor sell-side and buy-side meetings  Collated information from internal systems to provide corporate communications ensuring the confidential handling of dataData & Transitions Administrator (Temp) | Insite Energy, Waterloo, LondonJuly 2019 – Nov 2019 |

* Ensured the accurate maintenance of database for landlords and residents
* Worked with customer service and managing agents to resolve property issues including the management of prepayment cards
* Responsible for issuing customer correspondence and liaising with residents and landlords
* Provided ad hoc support for the Data & Transitions and Customer Service Teams, handling urgent customer enquiries, sending out emergency prepayment cards.

## Office Assistant (Apprentice) | The National Literacy Trust, Vauxhall, London

### SEP 2015 – SEP 2016

* Assisted the Events team with the planning and running of trust events. Ensured the hospitality of authors and organization partners at events - Working on different projects with a variety of departments, managing workload and meeting tight deadlines.
* Provided administrative support for Executive Management including diary management and organizing inductions for new staff members
* Responsible for monitoring stock levels, placing orders when necessary and reviewing supplier invoices
* Carried out general administrative duties including processing confidential reports, creating business documents, handling incoming/outgoing post and deliveries, and maintaining filing systems

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|  | Education |

## BSc Sociology (Hons) | Kingston University, London 2016 – 2019

2:1

## BTEC Level 3 Diploma in Business Administration | London 2015 – 2016

PASS

## A Levels | Sir George Monoux College, London 2013 – 2015

A Level Sociology: C

A Level Communication and Culture: B

## GCSE’s | St Anne’s Catholic High School for Girls, London 2008 – 2013

9 GCSE’s, grade A-C, including English & Maths

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|  | sklls & ACHIEVEMENTS  * **Time management**: I have managed large workloads and met tight deadlines, collecting, and presenting equal opportunities data as part of the recruitment team at the National Literacy Trust and OC&C Strategy Consultants. * **Teamwork**: I have worked successfully in a team to create and sell a product as part of the Step Forward Apprenticeship. Sold over 100 units for a profit of under £300. All proceeds were donated to Great Ormond Street Hospital. * **Communication and interpersonal skills:** I have liaised built rapports with colleagues at all levels at OC&C Strategy Consultants and at Solebury Trout. * **Microsoft:** I have experience as a Data Administrator, working consistently with Excel, Outlook, and Word. * **Attention to detail:** I have aided in creating business documents and letters at the National Literacy Trust and Insite Energy.  |  |  | | --- | --- | |  | interests |  * Reading: I am a member of several online book clubs; I have my own book blog where I read and review books prior to their release date. * Swimming: I swim every day for enjoyment as well as staying fit, I took swimming lessons a few years back and have been swimming non-stop since. * Baking: I love baking, I love learning and trying new recipes as well as baking birthday cakes for family and friends. |

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|  | references |

Available upon request