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|  | Argjiro bako  20227 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 SERVICES JUNE 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 |
| Education | **first highscool of corfu**, corfu greecegeneral degree |
| References | **references upon request** |
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