

Andra-Maria Brabila
London
andramariabrabila@icloud.com
07747491410

Personal Profile:

I have 2 years of experience in business administration and management. I have worked with some of the biggest companies, such as **Victoria Secret**, **Great Bear**, **Tesco** and many coffee shops in the management field. I dealt with filing up documents, bookkeeping, rotas, payslips and customer service; answering phone calls and emails. I have completed the full 85h + ,Microsoft Office for Accountants' Course on Udemy, meaning I have Microsoft Excel, Microsoft Word, PowerPoint, Access, Outlook, Teams, Google Meetings and Publisher skills. I have also completed Advanced Business Finance where I studied Advanced understanding of Accounts & Finance.

Key Skills and Knowledge:

- Perfect communication skills. [EN, RO, ESP]
- Bookkeeping, recording all transactions and post debits and credits, making financial statements and payroll.
- Paper management. [Rota's, Payslips, Document, Closing till accountability.]
- Deep and well structured research, using CRAAP methodology.
- Good knowledge of business related software. [Excel, Word, Access, Outlook]
- Customer service skills, dealing with different customers every day.
- Dedicated and hardworking everyday.
- Equipment handling, including paperwork.
- High level decision making, even under pressure.
- Collaboration and team-building.
- Leadership skills.
- Interpersonal skills with people, developing relationships.
- Always happy to learn and develop my skills.
- Attention to detail.

Education:

Bolton University	Bachelor of Business Administration - BBA	Sept 2022	June 2025
Southampton City College	BUSINESS AND LAW L3	Sept 2020	June 2022
Robert May's School	GCSES	Sept. 2016	May 2020

Employment History:

Office Administrator At: Day Webster February 2022 - present	<ul style="list-style-type: none">• Checking the number of hours employees have worked• Calculating wages and salaries• Issuing employees' wages by cash, cheque or electronic transfer• Collaborating with the human resources department to maintain employee data• Calculating pay raises, shift payments and overtime compensation• Issuing tax forms and related documentation and assisting employees to complete them• Deducting tax and insurance payments• Resolving issues employees have with timesheets, payslips and other payroll matters• Changing employee bank records when necessary to process
---	---

	<ul style="list-style-type: none"> payments accurately Initiating direct deposits
Assistant Manager At: Victoria's Secret Sept 2021- February 2022	<ul style="list-style-type: none"> Scheduling rota's. Dealing with complaints. Writing emails, making and answering phone calls about any enquiries and deliveries. Maintaining inventory, using Excel. Evaluating employers. Providing training to new employees. Paper work (payslips)
Assistant Administrator [remote] At: Great Bear June 2021 - Sept 2021	<ul style="list-style-type: none"> Answering emails and phone calls. Handling paperwork. Dealing with enquiries. Organising and scheduling appointments meetings. Maintaining contact list and the filling system Producing and distributing correspondence memos ,letters, faxes and forms. Promoting materials to support the business activity.
Recruitment Consultant [remote] At: Tesco January 2021 - June 2021	<ul style="list-style-type: none"> Interview candidates on Teams. Consulting candidates and making sure they are suitable for the job. Study and understand a person's behaviour, and learn how to define a person's suitability. Market intelligence. Responsible for loading new positions into the system. Communication skills. [know how to communicate the positive or negative feedback] Customer service.

Hobbies and Interests:

I enjoy going to the gym, doing makeup ,and going to the art museums.

Those activities help me motivate myself more and concentrate on my goals.

Going to the gym I am continuing to develop my working independently skills, my forward planning skills and my time management skills, and it helps me to be more productive.

The art helps me to be organised and to have taste on how to dress myself and to improve my general knowledge and culture.