

6

ABDUL MUHAMMED

66 Cheyenne Dr.
Billings, MT 46060
(712) 555-1212
abdulm@earthlink.net

Professional Objective

Administrative assistant position utilizing administrative, bookkeeping, and communications skills.

Summary of Skills

Administrative

Answered phones, scheduled appointments, sorted mail, filed
Implemented new filing and retrieval system
Software programs used include Windows XP and Office Professional XP
Maintained appearance of office

Bookkeeping

Handled cash register
Closed cash register at the end of the evening
Recorded cash transactions

Communications

Served as peer counselor for 2 years
Assisted in dental office
Demonstrated proper dental hygiene to children
Fed, clothed, and entertained children

Education

Billings Community College, Transfer Program, 2005 to present, Dean's List
Billings High School, graduated 2004

Experience

Lombard Medical Group, Billings, MT, October 2005–present
Sandy Murphree, Billings, MT, February 2004–present
Oakbrook Dental, Billings, MT, June 2003–October 2003
Fantastic Sam's, Billings, MT, June 2001–August 2002