**Robin G. Wilson**

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**Job Objective:**

TTo obtain a position as an Administrative Assistant at “ABC Wholesale Grocery Inc.,” to provide administrative and secretarial support to the staff as well as manage inventory.

**Summary of Skills:**

* Comprehensive knowledge about sales strategies and well-acquainted with marketing campaigns
* Proficiency in MS Office Suite, and coordinating with vendors, wholesale manager, accountant, and sales team
* Strong communication, interpersonal, and managemen skills
* Ability to monitor daily activities of the warehouse, and maintain records of incoming and outgoing goods
* Ability to manage, interpret, and update business data
* Ability to write correspondence letters, and strong mathematical skills
* Skilled in filing, scanning, scheduling, and copying

**Work Experience:**

Administrative Assistant (Wholesale Distributor)

Sunnamplex & Sons Pvt Ltd., WestVille, Connecticut

March 2017 – Present

* Meeting clients, registering demands for products, and communicating it to the shop floor at the head office
* Coordinating distributor bill-backs, and assisting in sales programs
* Solving customer queries about products, and providing replacement for the damaged goods
* Analyzing rise and fall in demand of products and suggesting stocking
* Answering telephone calls, retrieving and sorting mails, and asissting in administrative tasks
* Updating database by making weekly entries about the inventory stock, vendor order and pending dealer demands to discharge the products on time
* Handling communications from clients, customers, suppliers, shop floor, and other sources
* Functioning as an intermediate to improvise customer satisfaction
* Negotiating price with dealers and vendors to have a profitable margin for both the sides

Administrative Assistant (Wholesale Distributor)

Equinox Suppliers, WestVille, Connecticut

January 2015 – February 2017

* Collaborated with commodity dealers to develop new pricing structure, and discussed sales objectives with vendors
* Initiated production rate of popular products by 40% after studying market demands, and maintained quality by regularly visiting the shop floor
* Developed programs to increase wholesale distribution, and organized monthly vendor meet to understand their concerns
* Ensured optimal implementation of management policies for smooth sales and distribution of products within schedule
* Coordinated with agencies to supply sufficient trucks to ensure the products reach the vendor and customers on time
* Supervised outbound logistics for popular products, and maintained inventory
* Analyzed and planned activities to maintain coordination between distribution teams

Administrative Assistant (Wholesale Distributor)

Yellowbridge Distributors, Storrs, CT

July 2012 – December 2014

* Monitored all incoming calls, messages and conveyed the order to the manufacturing team on the shop floor
* Developed professional relationships with clients and proposed them various schemes to expand the business
* Assisted marketing executives to handle administration tasks, and maintained daily report of the tasks completed
* Conducted business meetings for vendors to inform about the new products
* Coordinated with supervisors to conduct monthly meetings to address customer complaints and revise product quality based on clients' demand
* Initiated campaign to create awareness about the company's products by targeting prospective customers
* Combined multiple products under discount scheme and boosted business by 40%

**Education:**

* Bachelor's Degree in Business Administration  
  University of Connecticut, Storrs, CT   
  2011

**Reference:**

On request.