

BENSON KUTI

Suwanee, GA | tkuti@getadminready.com | (470)333-5227

Executive Administrative Assistant

Detail-oriented and technically acute administrative professional with demonstrated capacity to provide executive-level support and experience in website content administration, record-keeping, and various personal assistance tasks. Proven track record of accurately completing research, reporting, information management, and business-development efforts within time and budget requirements. Highly focused and dedicated to supporting business deadline-driven operations and resolving administrative issues in initial stages.

CORE PROFICIENCIES

- Research & Data Collection
 - Documentation & Compliance
 - Customer Service
 - Progress Reports
 - MS Office Suite
 - Correspondence Management
 - Office Management
 - Payments & Invoices
 - Data/Records Management
 - Research & Presentations
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PROFESSIONAL EXPERIENCE

EXECUTIVE ASSISTANT | AdminReady LLC March 2019 – Present

- Provided functional guidance, coaching, and counseling to the work center employees; supervised their performance.
- Ensured timely and comprehensive administrative support for senior executives and management staff.
- Acting as the point of contact among executives, employees, clients and external partners
- Commended for creating the in-house newsletter to communicate management's vision.
- Reduced email back-and-forth by 20%.
- Increased social media following and clicks by an average of 200% yearly.
- Promoted to Executive Administrative Assistant, October 2020.

HOTEL MANAGER | Pretoria North Hotel April 2017 – March 2019

- Oversee personnel including receptionists, kitchen staff, and office employees.
- Monitor employee performance and conduct regular evaluations to help improve customer service.
- Collect payments and maintain records of budgets, funds, and expenses.
- Resolve issues regarding hotel services, amenities, and policies.

CHIEF SECURITY OFFICER | Octagon Security Services January 2015 – December 2016

- Monitoring surveillance cameras and reporting suspicious behavior.
 - Communicating with law enforcement, fire departments, and emergency medical personnel.
 - Monitoring public access and ensuring the security of all personnel and visitors.
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EDUCATION

Higher Diploma in Business Management – University of Valleyview
Diploma – Eleyele Secondary School