

[Assistant Manager] Career Objective

Looking for an Assistant Manager position in a reputed organization, where I am able to make use of my professional experience in developing consumer links, organizing budgets, supervising subordinates, and managing other tasks.

[Assistant Manager] Job Description

- Assisted the manager in recruiting diligent professionals dedicated to high values of service and performance
- Designed and coordinated in developing proper training programs for the employees of the organization for enhancing their efficiency
- Handled all queries and client feedbacks in a professional manner
- Supported manager in performing management functions such as staffing, training and expanding business plans
- Maintained a cordial environment with other staffs and assisted them by resolving their issues
- Documented and prepared reports on management and information system and presented it to the manager
- Conducted training sessions and workshops to improve the workforce and productivity of the firm

[Assistant Manager] Core competencies

- Creative and proactive
- Sound knowledge of sales and marketing principles
- Ability to manage multiple-tasks
- Excellent written and verbal communication skills
- Strong decision-making skills
- Good team player and ability to lead a team

[Assistant Manager] Education and Qualifications

- Bachelor's degree in management
- Diploma in management
- Master's degree in Business Administration

References:

<http://www.samplejobdescriptions.org/assistant-manager-job-descriptions.html>

<http://www.jobsearch.co.in/assistant-manager-jobs.html>

<http://www.resumeobjectiveexamples.net/account-executive-resume-objective/>