

**Public Policy
of the Government
Number 210/2021
Enacted on 12/12/2021
Level of Public Administration**

Objective:

Identify public administration in a small company related to the administrative process

Necessary qualifications and skills:

I have experience in managing human resources. I have experience in leading various complex administrative systems. I have excellent communication skills both internally and externally. I have extensive knowledge of administrative processes. I understand the importance of an efficient administrative system in a business company. I understand the importance of the administrative skills I possess to work in a long-term job.

Competitive skills:

Administrative Management, Human Resource Management, Human Resource Management, Administrative Management, Administrative Management

Working Experience:

Chief Executive Officer Representative (2018-2021) / Company, Marketing, Sales
2018 - present

Responsibilities:

- Manage overall HR activities across all
- Handle inquiries and questions from customers and provide support quickly
- Give information about our company and provide description people
- Manage customer service and performance
- Manage work schedule of customer service staff
- Responsible for managing HR
- Update and update product information in company

Chief Executive Officer (2018-2021) / Company, Marketing, Sales
2018 - 2021

Responsibilities:

- Analyze customer service
- Handle customer's problems in customer service
- Manage customer's questions and answers
- Handle customer's complaints

Necessary education:

- Diploma of Public Administration, B. Administrative Management, New Jersey, 2021