Introduction

**Dear Sir/Madam**

Please find herewith my resume for your review. I am actively seeking a personal assistant opportunity in a demanding, fast-paced multi-tasking office. My many years of executive experience have equipped me with a multitude of skills, and I would like to continue my growth.

Throughout my career I have demonstrated for my employers an exceptional facility for meeting organizational objectives and demands. In addition to my secretarial skills, I am an adapt event planner, having served as Chairperson on the committee for major events hosted by the National Zoological Gardens of SA for almost 9 years. My skills as a hostess have often been utilized by employers; I was the only executive assistant entrusted with client greeting, tour leading, and other hospitality services. I am certain I would prove to be an asset.

I trust you will find my professional knowledge to be a strong indicator of what I would contribute as a skilled, innovative team player. I believe that my qualifications and professional experience, highlighted in the enclosed resume, prove that I have the track record and valuable background that can be utilized.

Thank you for your time and consideration and I look forward to your favorable consideration.

Yours Sincerely,

Vashti Naidoo

**Personal Information**

 Full Names : Vashti (Vee)

 Surname : Naidoo

 Address : 620 Bengal Street

 Laudium

 Pretoria

 Contact No : 071 515 2322

 Email : vee.naidoo@gmail.com

 Date of birth : 01-03-1974

 Identity Number : 7403010059086

 Marital Status : Divorced

 Dependants : 2 sons

 Language : English

 Other languages : Afrikaans

 Interests : Entertaining & Sport

 Driver’s license : Code 08

**Training**

 **Himalaya Secondary School – 1988 until 1992**

 Subjects: English, Afrikaans, Typing, Accounting, Business Economics & Mercantile Law

 Sport: Netball – Himalaya Secondary Team

 **Academy of Learning – 1993 until 1994 (Diploma – incomplete)**

Subjects Computer skills, telephone etiquette, customer service, administration

 **Short courses**

Events, Protocol and Travel Management

 Information and Records Management

 Minute Taking

**Profile Summary**

**I am a proactive personal assistant that has been described by former employers as their right hand, demonstrates excellent interpersonal skills, high level of confidentiality, and fashionable, polished and representative quality style. Other notable skills include:**

**Reliable | Organized | Self-Disciplined | Dependable | Motivated**

* **Exceptional attention to detail.**
* **Excellent grammar and writing skills (MS proficient).**
* **Ability to supervise and delegate.**

**Key Competencies**

* **Teamwork**
* **Responsibility**
* **Commitment to career**
* **Commercial awareness**
* **Career motivation**
* **Decision making**
* **Communication**
* **Leadership**

**Key Achievements**

* Re-organized something to make it work better
* Identified a problem and solved it
* Come up with a new idea that improved things
* Developed or implemented new procedures or systems
* Worked on special projects
* Received awards
* Been complimented by Executive Directors, Management, Internationally and Nationally as well as co-workers
* Increased revenue or sales for the company
* Saved money for the company
* Saved time for the company
* Contributed to good customer service
* Administrative
* Errands
* Implementing Procedures
* Maintaining Schedules
* Research
* Scheduling

**Employment Experience**

**Previous Employment**

**Alisom Enterprise Solutions**

Assistant Manager: FTTH - 31 January 2022 to November 2022

Duties: General administration, assist Manager with ad-hoc, lead a team of 12 people to assist clients with fibre, metro fibre, LTE and or other internet services, liaise with Estate Managers, Business owners and Vodacom management.

**Previous Employment**

**IQBar & Tutlo International**

Learning Consultant – October 2019 to December 2021

Duties: Teaching Conversational English to students in and around the globe

**MPC Recruitment**

Learning Consultant – May to August 2019

Duties: Teaching Conversational English to students in Asia

**IQBar**

Home based English Teacher – October to April 2019

Duties: Teaching conversational English to students around the globe, mainly Asia.

**MPC Recruitment**

Acting Team Leader/Senior Learning Consultant/Learning Consultant – 05 July 2016 – 11 September 2018 (Contract)

Duties: Teaching conversation English to Asian students in China and Taiwan. Teach clients to speak, read and understand the English language on different levels. Clients/students differ from Level 1 to Level 12.

**NOSA (Pty) Ltd**

Data Coordinator – 11 April 2016 – 08 July 2016 (3-month contract)

**Duties:** OMS Booking Coordinator that ensures that the OMS system is updated and correctly loaded to ease the process of coordination and training.

 The following key responsibilities were included in the function:

 *(But not limited to the list provided)*

Creating learner profiles on the OMS system and booking learners for various courses, as well as confirming course attendance with students.

Preparation of files for registration as well as for financial purposes included the allocation of

RED numbers as well as ensuring the necessary documentation is in order.

Confirming final signed attendance register on the first day of the course.

Coordinating packs through the OMS System up to the printing of certificates.

(Includes sending assessors and moderators emails as reminders)

**NisMedia/Nazprop (The Laudium/Centurion/Tshwane Sun) – Head Office**

**(Raslouw)**

 Office Support – 12 October 2015 – 03 November 2015

**Duties: -** Data capturing, screening of telephone calls, liaise with the designers to ensure all adverts are correct, proof reading of articles for approval from client and management, assist when the newspaper is delivered at HQ and thereafter distributed to the correct areas allocated, liaising with clients, ensuring that all documents used on a regular basis are updated and filed, general and ad hoc administrative responsibilities as and when required.

Reason for leaving – Harassment

**Uthini Trading**

Personal Assistant – 05 May to 31 December 2014

**Duties: -** Screening of incoming telephone calls, liaising with clients and service providers, managing appointments, meetings and emails, taking minutes and providing updating copies to all attendees, travel arrangements, coordinating events, ensuring that all documents used on a regular basis are updated as required, general and ad hoc administrative responsibilities as and when required.

Reason for leaving – Company went through a financial constraint

**Department of Trade and Industry – 03 February to 30 April 2014**

Administrative Assistant (Wellness Centre – Clinic) – 3-month contract

**Duties: -** Managing daily tasks, answering of all incoming & outgoing calls, handling incoming & outgoing correspondence, all administrative & clerical work, typing of all documentation, filing, liaising with clients and service providers, assisting the Manager with all administrative duties as well as the Nurse and Dr on site.

**Dichaba Printers CC – 01 June 2013 to 31 January 2014**

Administrator

Duties: - Managing daily tasks, answering of all incoming & outgoing calls, handling incoming & outgoing correspondence, switchboard, all administrative & clerical work, typing of all documentation, filing, liaising with clients and service providers, package work ready for delivery.

Reason for leaving – To be discussed in person

**National Zoological Gardens of South Africa – 03 February 2005 to 31 May 2013**

PA to the Executive Director

Duties: - Assessed executives’ needs and requirements, formulated action plans to

achieve them.

Efficiently managed all important telephone calls – Collected and sorted mail, screened and initiated telephone calls.

Maintained a daily tasks list – Arranged meetings and made appointments with individuals on a priority basis.

Prepared reports and documents – Handled all the documentation work.

Conducted market research and prepared presentations.

Planned and supervised all personal travel arrangements including Air travel, ground transportation and accommodations.

Planned the timetable schedule of business, personal and weekend events (Event coordinator).

Collaborated with key management personnel to assist in arrangement of special events.

Arranging conferences/workshops

Filing, travel & accommodation arrangements (national and international)

Liaising with local & foreign contractors

Reason for leaving – Joined family business.

**DLS Systems (A Division of Denel) – 01 March 2002 until 02nd February 2005**

Senior Administrative Assistant to 2 Programme Manager’s & Programme Support Office

Duties: - Assist Programme Managers with administrative & clerical work, Typing of documents, filing, travel & accommodation arrangements, liaise with foreign & local contractors, etc

 Reason for leaving – Found vast opportunities at the National Zoological Gardens of SA

**Denel Ordnance – 9 April 2001 till 28 February 2002**

Executive Secretary to Programmes Manager: Ballistics

Duties: - Liaise with foreign & local visitors, typing of all documentation, screening of incoming & outgoing calls, travel arrangements and conferences.

**Mechem Demining – Division of Denel – 11th March 1997 to 6th April 2001**

Executive Secretary to Manager: Demining

Duties: - Liaise with personnel, foreign and local companies, typing of all documentation/tenders/contracts and screening of all calls.

**Department of Health – 01 April 1994 till 31 December 1996**

Secretary for the Director of Marketing & Director of Public Relations

Duties: - Finances, Organizing functions & conferences, General secretarial tasks

**REFERENCES**

**ALISOM ENTERPRISE SOLUTIONS**

MS. LIANA VAN DER WESTHUIZEN

liana@alisom.co.za /0798886406/ 0120720101

**MPC RECRUITMENT**

MR JOHAN DUVENAGE

johan@mpc.co.za / 082 440 3314

**NOSA (PTY) LTD**

MRS ANSIE MEYER – MANAGER

ansie.meyer@nosa.co.za / 072 119 5448

**NISMEDIA (THE LAUDIUM SUN) – RASLOUW OFFICE**

MR. NAZEER MUHAMMED – CEO

nazeer@nismedia.co.za / (012) 666 7861

**UTHINI TRADING**

MR M.S. DAVIDS – MANAGER

uthinitrading@live.com / 082 646 6034

**DICHABA PRINTERS**

MR K NAIDOO – PARTNER

dichabaprinters@telkomsa.net / 082 739 6979

**NATIONAL ZOOLOGICAL GARDENS OF SOUTH AFRICA**

DR CLIFFORD NXOMANI –PREVIOUS EXECUTIVE DIRECTOR

cnxomani@gmail.com / 082 838 0905

MR WILLIE LABUSCHAGNE (RETIRED) – PREVIOUS EXECUTIVE DIRECTOR

Williezoo100@gmail.com / 072 867 5629

**DLS SYSTEMS**

MR HANS BODENSTEIN – MANAGER: PROJECTS

hansb@dlsys.co.za / 084 870 5030

**MECHEM DEMINING**

MR THEO VAN DYK (RETIRED) – MANAGER: DEMINING

082 416 3058