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| RAQUEL CLAYTONADMINISTRATION | | | | | | | | | | | | | | | | | | |
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|  | P |  | 0723107637 |  | E |  | raquelclayton7@gmail.com |  | A |  | Fort Gale, Mthatha | | |  |  |  |  |
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| Objective | | | | | | | | | | | |  |  | | | | | |
| Education | | | | | |
| I seek challenging opportunities where I can fully use my skills for the success of the organization and enhance my capabilities | | | | | | | | | | | |  | Varsity College  Durban  Kwazulu Natal  Certificate in Business Principles & Practices  120 Hour TEFL Course KEY SKILLS  * Time management * bilingual: english, afrikaans, xhosa and zulu * soft skills * microsoft office package * crm systems * teams/skype | | | | | |
| Experience | | | | | | | | | | | |
| **WOA Fuels and Oils**  **22 August 2022 - 22 August 2023**  **Executive Administration Assistant and Personal Assistant**  Coordinate office activities and operations to secure efficiency and  compliance to company policies  Manage agendas/travel arrangements/appointments etc. for the upper management  Manage phone calls and correspondence (e-mail, letters, packages  Etc.)  Track stocks of office supplies and place orders when necessary  Submit timely Contract Cost reports and prepare  presentations/proposals as assigned  Assist colleagues/departments whenever necessary  Create, Manage, and maintain the filing system  Attend to the daily refreshments of clients/visitors and management  when required  Attend to Personal errands for Managing Director as well as Exco team  Complete credit applications, vendors and sub-contractors  Provide receptionist duties as and when necessary  Monitoring and prioritizing emails on behalf of the CEO, ensuring  timely and professional correspondence  Coordinate logistics for meetings, including venue booking, video  conference setup, and agenda preparation  Ensure the CEO is well-prepared for all meetings by providing the  necessary documents and information in advance  Travel coordination and logistics  Arrange domestic and international travel itineraries for the CEO,  including flight bookings, hotel accommodations, transportation, visa  arrangements and relatable ground logistics  Attend the HOD meeting weekly, taking note of the meeting minutes,  including action points for the team and CEO  Ensure the CEO’s follow-ups are tended to with liaison to the team and CEO  Assist sales department with various tasks such as, compiling quotes  etc.  Complete tenders. Able to research and oversee finalization  Provide meeting packs, setting up and debriefing  Accurate minute taking  Setting up meeting via MS Teams and to run meetings as and when  Required  **B&S Plumbers**  **15 February 2022 - 10 July 2022**  **Office Manager**  Managing the day-to-day operations of the office ensuring that  everything runs smoothly and efficiently  Meeting & Greeting of Clients  Invoicing and statements  Debtors Collections  Filing and keeping up to date records  Personal errands for owner  Follow up on purchase orders and outstanding payments on a weekly  basis  Submit private quotes and invoices via Pastel Accounting Software  Assist with all insurance related claims and liaising with clients  Handling highly confidential information and sensitive situations  **Bayside Hotel**  **February 2021 - August 2021**  **Reservationist**  Manage and supervise the daily operations of the front desk, including:  check-in/check-out procedures, reservations, guest services and  concierge services  Maintain records of room availability, rates, and guest information  Utilizing Opera Cloud etc.  Managing hotel social media accounts as well as booking.com  account  Assist with front desk tasks  Assist Branch Manager with ad hoc tasks  Perform room checks, asset registry and laundry services  Supervise housekeeping and maintenance staff as and when required  **Bayside Hotel**  **15 January 2020 - January 2021**  **Personal Assistant to CEO**  Providing administrative support to all heads of department  Managing CEO personal properties as well as liaising with tenants and  lease agreements  Create spreadsheets reflecting monthly cash flows and forecasts  regarding property management  Conducting interviews with external candidates and provide HR  solutions  Managing switchboard  **Kurts Towing**  **January 2019 - December 2020**  **Personal Assistant to CEO**  Prepare communications on behalf of CEO  Organizing travel and itemized breakdown of arrangements  Organizing and planning meetings  Perform various ad hoc requests  **Structured Wealth Management**  **January 2016 - December 2018**  **Financial Advisor**  Achieve financial targets through effective planning by selling  innovative financial products  Present information sharing sessions on financial topics to engage  new business and enhance knowledge of potential clients  Proactively build and maintain client relationships  Guide and support clients through decision making process  Responsible for administrative and operational tasks via CRM  software  Handle highly confidential information  **Enslinn Developers CC**  **August 2024 - 1 December 2024**  **Personal Assistant and Administrative Assistant**  Manage communications.  Schedule meetings  Order office supplies, manage inventory.  Maintain filing systems  Source relevant tenders (Construction)  Prepare and complete tender documents (forms, certifications).  Coordinate tender submissions.  Assist in bid costing and pricing.  Follow-up on tender outcomes.  Prepare and complete employees time sheets on a weekly basis  Driving to various sites and oversee correct process being followed  Run directors personal errands as and when required  Maintain employee records  Communicate with clients and address inquiries | | | | | | | | | | | |
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| References | | | | | | | | | | | |
| **Nicole Peters -**  **WOA Fuels and Oils**  Executive Administrator  nicole@woaonline.com  0315480502  **Vischal**  **B&S Plumbers**  Manager  vischal@bsplumbers.com  0642967217  **Vivian Tukute -**  **Bayside Hotel**  Manager  vivian@baysidegroup.co.za  060 465 1152  **Kerwin Buckley -**  **Kurts Towing**  Manager  N/A  0766449376  **Isaac Leslie -**  **Structured Wealth Management**  Branch Manager  Isaac@swm.co.za  0312660349  **Mona Clayton -**  **Mona's Trading Services**  Managing Director  0789160830  **Enslinn Sutton -**  **Enslinn Developers**  Director  enslindevelopers@gmail.com  073 251 7089/060 351 437 | | | | | | | | | | | |
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