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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 CollegeDurbanKwazulu NatalCertificate in Business Principles & Practices120 Hour TEFL CourseKEY SKILLS* Time management
* bilingual: english, afrikaans, xhosa and zulu
* soft skills
* microsoft office package
* crm systems
* teams/skype
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| 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 andcompliance to company policiesManage agendas/travel arrangements/appointments etc. for the upper managementManage phone calls and correspondence (e-mail, letters, packagesEtc.)Track stocks of office supplies and place orders when necessarySubmit timely Contract Cost reports and preparepresentations/proposals as assignedAssist colleagues/departments whenever necessaryCreate, Manage, and maintain the filing systemAttend to the daily refreshments of clients/visitors and managementwhen requiredAttend to Personal errands for Managing Director as well as Exco teamComplete credit applications, vendors and sub-contractorsProvide receptionist duties as and when necessaryMonitoring and prioritizing emails on behalf of the CEO, ensuringtimely and professional correspondenceCoordinate logistics for meetings, including venue booking, videoconference setup, and agenda preparationEnsure the CEO is well-prepared for all meetings by providing thenecessary documents and information in advanceTravel coordination and logisticsArrange domestic and international travel itineraries for the CEO,including flight bookings, hotel accommodations, transportation, visaarrangements and relatable ground logisticsAttend the HOD meeting weekly, taking note of the meeting minutes,including action points for the team and CEOEnsure the CEO’s follow-ups are tended to with liaison to the team and CEOAssist sales department with various tasks such as, compiling quotesetc.Complete tenders. Able to research and oversee finalizationProvide meeting packs, setting up and debriefingAccurate minute takingSetting up meeting via MS Teams and to run meetings as and whenRequired**B&S Plumbers****15 February 2022 - 10 July 2022****Office Manager**Managing the day-to-day operations of the office ensuring thateverything runs smoothly and efficientlyMeeting & Greeting of ClientsInvoicing and statementsDebtors CollectionsFiling and keeping up to date recordsPersonal errands for ownerFollow up on purchase orders and outstanding payments on a weeklybasisSubmit private quotes and invoices via Pastel Accounting SoftwareAssist with all insurance related claims and liaising with clientsHandling 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 andconcierge servicesMaintain records of room availability, rates, and guest informationUtilizing Opera Cloud etc.Managing hotel social media accounts as well as booking.comaccountAssist with front desk tasksAssist Branch Manager with ad hoc tasksPerform room checks, asset registry and laundry servicesSupervise 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 departmentManaging CEO personal properties as well as liaising with tenants andlease agreementsCreate spreadsheets reflecting monthly cash flows and forecastsregarding property managementConducting interviews with external candidates and provide HRsolutionsManaging switchboard**Kurts Towing****January 2019 - December 2020****Personal Assistant to CEO**Prepare communications on behalf of CEOOrganizing travel and itemized breakdown of arrangementsOrganizing and planning meetingsPerform various ad hoc requests**Structured Wealth Management****January 2016 - December 2018****Financial Advisor**Achieve financial targets through effective planning by sellinginnovative financial productsPresent information sharing sessions on financial topics to engagenew business and enhance knowledge of potential clientsProactively build and maintain client relationshipsGuide and support clients through decision making processResponsible for administrative and operational tasks via CRMsoftwareHandle highly confidential information**Enslinn Developers CC****August 2024 - 1 December 2024****Personal Assistant and Administrative Assistant**Manage communications.Schedule meetingsOrder office supplies, manage inventory.Maintain filing systemsSource 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 basisDriving to various sites and oversee correct process being followedRun directors personal errands as and when requiredMaintain employee recordsCommunicate with clients and address inquiries |
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| References |
| **Nicole Peters -****WOA Fuels and Oils**Executive Administratornicole@woaonline.com0315480502**Vischal****B&S Plumbers**Managervischal@bsplumbers.com0642967217**Vivian Tukute -****Bayside Hotel**Managervivian@baysidegroup.co.za060 465 1152**Kerwin Buckley -****Kurts Towing**ManagerN/A0766449376**Isaac Leslie -****Structured Wealth Management**Branch ManagerIsaac@swm.co.za0312660349**Mona Clayton -****Mona's Trading Services**Managing Director0789160830 **Enslinn Sutton -** **Enslinn Developers** Director enslindevelopers@gmail.com 073 251 7089/060 351 437 |
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