

Dinell Andrea Naidoo
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Dinellandrea19@gmail.com
August 21, 2023

Administrator

Dear Mr / Ms

Thank you for taking the time to consider me for the position as the Administrator. I am eager to submit my resume for consideration. Utilizing my skills and abilities to benefit your organization would be an incredible possibility for me.

I possess a completed B.com Marketing Management Degree , an incompleated Honors in Business Degree and 4 years of experience as a Case Manager in Private care.

I was responsible for the support, administration, and organization of a wide variety of tasks for a post stroke patient.

Thereafter I attained an Administrative Position at Educor / A1 Capital .

Regarding my Qualifications: Boston Business College

B.Com Degree in Marketing & Business, my core modules were :

- * Financial Management
- * Company Law
- * Business Management
- * Marketing Management
- * Project Management

Honours in Business Management: UNISA

- * International Financial Management
- * Business Management
- * Market Risk Management
- * Strategic Management

I would like to add that my Degree has equipped me with the fundamentals and if given a chance, I believe that my experience in a completely different field to what I did pursue displays resilience, dedication and strategic thinking which are key components in successfully excelling at a job.

I believe that my Qualifications, Persistent nature & drive are KPIs that make me the ideal candidate. which is why I would appreciate being considered for the position.

Sincerely,

Dinell Andrea Naidoo

Dinell Andrea Naidoo

Fernham Drive Durban South Africa +27671847566 Dinellandrea19@gmail.com

About Me

Detail Info

Birth Date

19/Apr/1996

Summary

I am a resilient Case Manager with a B.com Marketing Management Degree. My capacity for data analysis and inference has aided in me resolving several challenging issues. I believe that my training, experience and abilities contribute to me being a strong candidate for the available vacancy.

Education

Boston Business College

2014 - 2018

B.com Marketing Management

KZN Computer Training Centre

2014 - 2014

Introduction To Computers

Experience

Private Care

2019 - 2022

Case Manager

My experience is pertinent to:

- * Speech Therapy
- * Physiotherapy
- * knowledge of Gastrostomy Feeding Tube
- * Tracheostomy Tube Care
- * knowledge of Suction Machine
- * documentation based of the patients progression, setbacks, recovery strategies.
- * Executing diabetes and blood pressure tests daily

Educor/ A1 Capital

March 2023 - Current

Administrative Assistant

Supports company operations by maintaining office systems and supervising staff.

Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.

Skills

- * Marketing, Comms, & Strategy
 - * Finance
 - * Facilities & Hospitality
 - * Operations & Admin
 - * Research & Economics
 - * Sap System Knowledge
-

References

Julian Kannigan
Contact: +27 9500 1300

Others

2015
Drivers License (code 08)

Social Profile

LinkedIn:
[linkedin.com/in/dinellandreanaidoo](https://www.linkedin.com/in/dinellandreanaidoo)