

**Objective:** To have a rewarding and challenging career in the virtual working world as an Executive Assistant.

**Skills:**

- Established a sound reputation as an Executive Assistant both online and offline.
- Extensive experience in providing administrative and technical support to staff, from mid-level through to senior executives and CEO's.
- Extensive experience in business development as well as admin, staff and project management.
- Proven leadership and managerial skills.
- Exceptional written and oral communication abilities.
- Excellent time management.
- Excellent research and writing skills.
- Knowledgeable in SEO development and managing blogs and websites.
- Able to grow positive relationships with clients and colleagues at all organisational levels.
- Excellent collaborator who can work under pressure.
- Able to work independently or as part of a team.
- Flexible and able to multi task.
- Full attention to detail while keeping the bigger picture in mind.
- Reliable, responsible, accountable and trustworthy.
- Always willing to learn and a great working attitude.
- Proficient in Word, Excel and PowerPoint and Internet.

**Experience over the Past 10 Years:**

- Director at [The Fantastic Group](#)
- Director at [4CreativeGenius](#)
- Director at [4CG](#)
- Director at [Collabobrainchild](#)
- Founder of [The Crystal Life](#)
- Former CEO (Pro Bono) at [The Bold Magazine](#)
- Former Senior Administrator at [Nova Pioneer Ormonde](#)
- Former Business Development Manager at Network
- Former Publisher & Editor in Chief (Pro Bono) at The Bold Magazine
- Founder & Executive Virtual Assistant at [Admin Support Pro Solutions](#)
- Executive Assistant at [Kreative Karma Jewellery Enterprises](#)

## References:

### South Africa -

1. Shatadi Matlou, Founder at The Bold Magazine

Mobile: 079-364-4626

Email: [shatadi@icloud.com](mailto:shatadi@icloud.com)

Position: CEO , 2018 – 2019

2. Phallo Faro, HR at Nova Pioneer South Africa

Mobile: 072-484-3045

Position: Senior Administrator, 2015 – 2018

3. Shireen Naidoo, Ex MD at Network 3

Mobile: 079-447-2415

Email: [Shireennaidoo2906@gmail.com](mailto:Shireennaidoo2906@gmail.com)

Position: Business Development Manager, 2014

4. Tony Cracknell, CEO at Multi Concepts and Design

Mobile: 083-699-7357

Email: [crackers@polka.co.za](mailto:crackers@polka.co.za)

Position: Executive Virtual Assistant, 2011 - 2012

### Abroad -

1. Russ Curran, CEO at Epigenetics and Nutrition, United States

Email: [lookwithinltd@gmail.com](mailto:lookwithinltd@gmail.com)

Position: Executive Virtual Assistant (PA), 2012 - 2013

2. Simiso Velempini, Risk Analyst, Southern Africa at Control Risks, United Kingdom

Email: [simisov@gmail.com](mailto:simisov@gmail.com)

Position: Executive Virtual Assistant (PA), 2011 – 2013

3. Michael Le Queux, CEO at Inigo Project Management Software for Interior Designers, United Kingdom

Email: [michael@mlq1.net](mailto:michael@mlq1.net)

Position: Executive Virtual Assistant (PA), 2011