

# MARIANA MZANGO

VIRTUAL PERSONAL BUSINESS SUPPORT  
ASSISTANT

## EXPERIENCE

### Nextrics PA Solutions

Virtual Personal Business Support Assistant

Oct 2017 -  
Present

- Business writing, competitive research, editing/proofreading, file conversions, Word processing, general bookkeeping, meeting planning, presentations, information processing, internet research, association management, contact management, reminder service, executive personal assistant, scheduling, social media, web and graphic design, personal services.

### HV Test (Pty) Ltd

Repairs departmental co-ordinator

May 2014 -  
Oct 2017

- Keeping the repairs system updated with each repair's status from the time the job card is opened until the time the job is dispatched, following up on purchase orders from customers, debtors follow ups, updating the customer on the status of their equipment's repair, costing of job cards, quotations, ordering parts locally and internationally, generating purchase orders, being the "go-between" between the repairs department and the rest of the company, attending all management meetings and representing the repairs department on all levels, making sure the repairs department stays above budget, courier arrangements, travel arrangements for technicians. tender documents.



## CONTACT



+ 27 83 420 2100

info@nextrics-pa.co.za

## EDUCATION

1995 - 1999

**Eaglesvale High School**

O Level

Afrikaans - Distinction

English language

Integrated Science

Geography

Maths

Human and Social Biology

## SKILLSET

- PowerPoint
- Microsoft Excel
- Microsoft Word
- Microsoft Powerpoint
- Microsoft Outlook
- Google Chrome
- Microsoft Outlook
- Canva
- CRM
- EVA
- VARS
- Kerridge
- Wordpres
- Sage One
- Typing speed- 45 words per minute

**Mercedes Benz - Maritime Motors**  
Service department bookings clerk

April 2013 -  
Nov 2013

- Booking in of Mercedes Benz for service, generating job cards, follow up on clients, Kerridge, EVA, VARS, customer liaisons, customer relations, self development and management, database management on CRM, telephone etiquette

**Dairy Corporation**  
Administrative clerk

Nov 2008 -  
May 2012

- Reception duties, telephonic orders, cash up procedures, Microsoft Office, generating invoices, telesales, debtors, personal assistant to CEO, client base management, filing of documents, database and records management, receiving and handling customers, secretarial duties, typing and data entry, financial management

**Righford Tyres and Exhausts**  
Executive PA/ administrative manager

Jan 2007 -  
Nov 2008

- Management of admin department, debtors, creditors, general accounting, cash up procedures, invoicing, statements, quotations, presentations, travel arrangements for CEO, board meeting set up and procedures, training of staff, stock control, general management, producing correspondence and documents, organizing and prioritizing, stress management, problem solving, achieving deadlines

**Virgin Active**  
Sales and marketing consultant

Oct 2007 -  
Dec 2007

- Cold calling, client base management, generate sales, meeting sales targets, client liaison, admin duties, telesales, product knowledge and marketing

- Internet Explorer
- Facebook
- Instagram
- Pinterest
- Typing speed- 45 words per minute

## REFERENCES

- COMPANY: Maritime Motors
- CONTACT PERSON: Peter Osborne
- POSITION: Group Service Manager
- CONTACT NUMBER: + 27 83 659 1392
  
- PERSONAL REFERENCE: Wendy Nichols
- POSITION: Personal Reference
- CONTACT NUMBER: +27 82 819 6915
  
- COMPANY: HV Test
- CONTACT: Deon Henriksen
- POSITION: Previous MD
- CONTACT NUMBER: +27 79 896 6617

## EXECUTIVE SUMMARY

- I am a well-versed administrator and have more than ten year's experience. My previous employers and colleagues have always commended me for learning quickly, striving for perfection and managing to cultivate a good work ethic. I am able to weigh and consider multiple perspectives and find the best one to go forward on. I am always looking for ways to cultivate my expertise and love learning new things. If I don't know how to do a certain thing, I will seek ways to learn it and become proficient in it.