

SAMANTHA

Data Analyst & Administrative Professional

Gauteng, South Africa

RooCruit

PROFESSIONAL SUMMARY

I am a seasoned data enthusiast with a passion for uncovering meaningful insights from raw information. In the dynamic landscape of data analytics, I bring a unique blend of technical proficiency and analytical prowess to drive informed decision-making. With a solid foundation in SQL, Python, Advanced Excel, and Tableau, I empower organizations to transform complex data into clear narratives to achieve strategic objectives.

KEY SKILLS

- **Data:** SQL, Python, Tableau, Data Analysis
- **Tools:** Advanced Excel & Dashboards, Acumatica, Solver
- **Admin:** Office Management, Budgeting, ERP Systems
- **Specialized:** Galileo Reservation System, Psybase
- **Soft Skills:** Life & Trauma Coaching, Market Research
- **Compliance:** Health & Safety Supervisor (8.2 Certified)
- **Operational:** Vendor Management, Event Coordination
- **Medical Admin:** Medical Aid Submissions, Inventory Control

PROFESSIONAL EXPERIENCE

Facilities and Office Administrative Officer

3.5 Years

Leading Pan-African Telecommunications & Shared Services Provider

- Managed organizational tasks for South African Heads of Departments and General Managers, including full travel coordination and itineraries.
- Oversee comprehensive office administration and maintenance for corporate offices in Johannesburg and KZN, supporting a staff of over 300.

- Manage budget and expenditure for all South African corporate offices using Solver and Acumatica.
- Act as the 8.2 Health and Safety Supervisor for Gauteng and KZN regions.
- Execute corporate events, board meetings, and staff functions.
- Manage relationships with office expansion and maintenance vendors, working closely with Procurement and Finance through project completion.

General Office Administration & Data Capture (Part-time)

Pro-Bono

Specialized Medical Equipment Provider

- Managed income reconciliation, client liaison, and inventory stock control.
- Handled sales, data capturing, and medical aid submissions/liaisons.
- Assisted in fitting devices and setting machines according to client scripts for individuals with respiratory and cardiac conditions.

Administration and Marketing Officer

2 Years

Boutique Creative Agency

- Managed daily office operations and administration.
- Conducted market research to support business development.
- Coordinated client services and special events.

Professional Coach

Current (Pro-Bono)

International Coaching & Wellness Hub

- Provide specialized coaching services including Life Coaching, Trauma Coaching, and HIV/Addiction support.

Assistant Practice Manager / Office Administration

Previous Employment

Private Veterinary Medical Facility

- Managed office administration and correspondence for four veterinarians.
- Handled income reconciliation, financial statements, and pharmacy inventory control.
- Responsible for supplier sourcing, evaluation, and ordering of medical equipment.
- Coordinated surgery and consultation bookings and processed insurance claims.

Manager and Conference Co-Ordinator

Previous Employment

4-Star Hospitality & Boutique Guest House

- Oversee general management of the guest house and a staff of 12.

- Managed marketing, quotations, and coordination for conferences, group functions, and year-end events.
- Handled all reservations, invoicing, and office administration.

EDUCATION & CERTIFICATIONS

- **Bachelor of Administration (Majoring in Human Resources)** - Currently Completing
- **Data Analysis Certification** - Damelin
- **Certificate in Anatomy, Physiology and Business**
- **Certificate in Guest House Management**
- **Qualified Professional:** Galileo Reservation System
- **Technical Training:** Global Vet (Avi Mark), Vetsoft, Psybase (Medical Aid Submissions)
- **Certified Health & Safety:** 8.2 Supervisor Training
- **Registered Traditional Healer:** African National Healers Association

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