

Janette

Executive Assistant & Office Administrator

PROFESSIONAL SUMMARY

Highly-organised administrator with over 4 years of comprehensive experience in office management and financial support. Expert in managing payroll, HR functions, and bookkeeping while serving as a direct Personal Assistant to Managing Directors. Skilled in coordinating complex logistics, including travel and events, with a strong background in marketing content creation.

KEY SKILLS

- Bookkeeping & Payroll
- Financial Reporting (Sage/Pastel)
- Debtors & Creditors Reconciliation
- Event Coordination & CRM
- Executive Assistant Support
- Office Management
- Social Media & Email Marketing
- Canva Content Creation

PROFESSIONAL EXPERIENCE

Specialized Engineering & Manufacturing Firm

Jan 2020 - Feb 2024

Executive Assistant & Office Administrator

- **Executive Support:** Directly managed the Managing Director's calendar, including scheduling high-level meetings and international/domestic flight coordination.
- **Financial Management:** Acted as Financial Controller, managing monthly Debtor and Creditor payments and providing accurate financial reports.
- **Accounting:** Handled accounts payable, account reconciliation, and payment allocations using Pastel and Sage.
- **Payroll & HR:** Administered monthly payroll and supported human resources functions.

- **Operations:** Managed manufacturing orders administration and recorded critical data to maintain client information.
- **Marketing:** Developed social media content, business cards, invites, and reports using Canva; managed email marketing campaigns and event coordination.
- **Client Relations:** Utilized CRM tools to manage customer relationships and project coordination.

EDUCATION

National Senior Certificate (Matric)

Hoërskool Secunda

Graduated 2014

TECHNICAL PROFICIENCIES

- **Softwares:** Pastel, Sage, Canva
- **Tools:** Microsoft Office Suite, CRM Platforms
- **Competencies:** Project Management, Data Recording, Problem Solving