

Mariana

RooCruit

EXECUTIVE ASSISTANT & OFFICE MANAGER

Pretoria, Gauteng, South Africa

PROFESSIONAL SUMMARY

Highly skilled Executive Assistant and Office Manager with extensive experience managing high-level executive priorities, coordinating board meetings and strategic forums, and overseeing internal and external communications. Adept at handling confidential documentation, ensuring compliance with POPIA and governance protocols, and driving operational efficiency. Excels at leading project management, event coordination, and cross-functional engagement with executive stakeholders.

KEY SKILLS

- Executive Support & Calendar Management
- Board Meeting & EXCO Coordination
- Confidential Documentation & POPIA
- Strategic Project Management
- Travel & Logistics Planning
- Stakeholder Engagement
- Financial Processes (Debtors/Creditors)
- Procurement & Office Operations
- Corporate Hospitality & Events
- MS Office, Sage & AJS Accounting

PROFESSIONAL EXPERIENCE

Office Manager & PA to Marketing Executive and CIO

Jun 2023 – Present

International Technology Solutions Provider

- Manage CEO's calendar, priorities, and engagements with foresight and precision.
- Prepare high-level presentations, reports, briefing packs, and executive summaries.
- Coordinate board meetings, EXCO sessions, and strategic planning forums.
- Handle internal/external communications and ensure professionalism in all executive interactions.
- Assist with project management, follow-ups, and leadership priorities.
- Oversee travel arrangements, reimbursements, events, and logistics.
- Act as a key interface between executive, academic, and operational stakeholders.
- Identify opportunities for administrative and business efficiency improvements.

Personal Assistant and Office Manager

May 2022 – Jun 2023

Established Legal Practice

- Provided high-level administrative support, ensuring strict confidentiality.
- Managed executive calendars with seamless scheduling.
- Arranged national and international travel itineraries, including accommodations and transport.
- Drafted correspondence, reports, and legal documentation with accuracy.
- Developed and implemented office protocols to improve efficiency.
- Oversaw financial processes, managing debtors and creditors using AJS accounting system.
- Supervised office operations, ensuring a professional and well-managed workspace.

Office Manager & Personal Assistant

Jan 2019 – May 2022

Specialized Professional Services Firm

- Streamlined daily office operations to enhance administrative efficiency.
- Coordinated executive schedules and meetings to optimize workflow.
- Arranged travel itineraries, ensuring smooth business and personal trips.
- Managed financial reconciliations and expense reporting.
- Procured office supplies, negotiated cost-effective purchases.
- Organized corporate events, board meetings, and logistics.

Personal Assistant & Office Manager

Jun 2005 – Nov 2018

Leading Property Development Group

- Managed residential operations, maintenance, and staff coordination.
- Coordinated corporate and personal events, strengthening company culture.
- Conducted personal executive errands, demonstrating discretion and reliability.
- Maintained gardens and oversaw property security and upkeep.

EDUCATION & CERTIFICATIONS

Office Management Course (Completed May 2024)

Staff Training Ltd

Professional Certifications & Training:

- Health and Safety Training
- Sage Accounting
- AJS Express Accounting

TECHNICAL PROFICIENCIES

- **Design:** CANVA
- **Productivity:** Microsoft Office (Outlook, PowerPoint, Excel, Teams), Google Sheets
- **Accounting:** Sage, AJS Express

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