

ROOCRUIT

SARISHA

Project Administrator & Operations Specialist

South Africa

PROFESSIONAL SUMMARY

Dedicated and versatile professional with comprehensive experience in accounts management, office administration, and diverse client services. A proactive problem-solver and patient mentor, I excel at handling multifaceted responsibilities while bridging the gap between stakeholders. I take pride in my troubleshooting abilities and consistently strive to find more efficient digital and operational workflows to support business growth and compliance.

KEY SKILLS

- **Software:** MS Office, Google Suite, SAGE (Accounting & Payroll), Asana
- **Operations:** Project Management, Office Administration, Account Management
- **Finance:** Payroll Processing, Accounts Receivable/Payable, Financial Reporting
- **Soft Skills:** Multi-tasking, Creative Thinking, Effective Communication, Independent & Team Player
- **Niche Expertise:** Property Management, Regulatory Compliance, Customer Relations

PROFESSIONAL EXPERIENCE

International Property Management Firm (UK-based Client)

May 2025 - Current

Project Administrator

- **Administrative Support:** Maintain electronic files on Google Drive, compile and submit compliance documents, and update internal trackers on Asana.
- **Project Management:** Confirm order deliveries and manage communication with all key project stakeholders and service providers.
- **Property Management:** Schedule repairs with contractors, book annual property inspections, and negotiate with service providers.
- **Regulatory Compliance:** Secure compliance certificates from landlords/contractors and coordinate annual safety visits.

Construction & Property Development Contracting Firm

January 2020 – April 2025

Administrator and Accounts

- **Project Management:** Handled stakeholder communication, material procurement, project costing, billing, and business tender submissions.
- **Financial Management:** Managed all aspects of A/R and A/P, and prepared monthly income/expense reports for accountants.
- **HR Management:** Processed payroll, managed recruitment lifecycles, and maintained comprehensive staff files.
- **Property & Compliance:** Managed tenant queries, vetted new tenants, and ensured overall business compliance including site health and safety files.

Emergency Medical Services Provider

April 2020 – August 2022

Administrator and Accounts

- **Financial Management:** Processed medical aid claims, managed cash patient invoicing, and handled debt collection.

- **Operations:** Coordinated stock management, scheduled equipment servicing, and prepared the facility for Department of Health inspections.

Diversified Financial Services Group

October 2018 – July 2019

Personal Assistant to CFO (Finance Department)

- **HR & Finance:** Processed payroll and leave, drafted employment/termination letters, and managed the biometric employee system.
- **Liaison:** Acted as a primary point of contact for bank representatives, medical aid brokers, and suppliers.

Automotive Repair & Services Company

October 2016 – June 2018

Receptionist / Administrator

- Managed telephonic queries, generated quotations/invoices, handled cash payments, and oversaw inventory ordering.

Private Medical Practice

April 2016 – October 2016

Receptionist / Administrator

- Liaised with medical aids for billing, dispensed medication under supervision, and assisted the doctor with clinical procedures (ECG, vitals).

EDUCATION & CERTIFICATIONS

Richfield Graduate Institute of Technology

Bachelor of Business Administration (Specialisation in Human Resource Management)

PC Training and Business College

NQF Level 4 – Generic Management

Google Digital Skills Certificate

Fundamentals of Digital Marketing

Teach TEFL

TEFL Teaching Certificate (120Hr Course)

Solvista Secondary School

Matric – Bachelors Pass

LEADERSHIP & KEY STRENGTHS

Proven leadership experience managing diverse teams including medical professionals, subcontractors, and laborers.

Distinguished by a proactive, results-driven approach with a focus on fostering collaboration and meeting strict deadlines in high-pressure environments.