

ADIRA

Executive Assistant

South Africa

RooCruit

PROFESSIONAL SUMMARY

Highly organized Executive Assistant with over 4 years' experience supporting CEOs and senior leaders in high-growth international companies to drive operational efficiency. Expert in complex calendar and inbox management, executive communications, travel logistics, and operational reporting within remote environments across multiple time zones. Known for leveraging AI-driven automation and workflow tools to streamline operations, maintaining high emotional intelligence and a solutions-focused mindset in fast-paced executive settings.

KEY SKILLS

- Executive Calendar & Inbox Management
- International Travel & Logistics Planning
- Operational Reporting & Analytics
- Workflow Optimization & AI Automation
- Strategic Initiative & Deliverable Tracking
- CRM & Client Relationship Coordination
- Cross-functional Team Collaboration
- Board & Investor Support

PROFESSIONAL EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT

Jan 2023 - June 2025

US-Based Executive Services Firm

- Coordinated domestic and international travel arrangements for leadership, reducing travel planning time by 30% through detailed itinerary management.
- Implemented project management systems to track deliverables and responsibilities, which reduced missed deadlines by 32% and improved project visibility.
- Introduced AI-driven automation workflows for recurring operational tasks, reducing manual administrative workload by 35%.
- Prepared operational reports and internal presentations that improved leadership visibility into project performance by 40%.
- Maintained CRM records and organized client communication, improving response times by 25%.
- Managed scheduling for virtual meetings and leadership sessions, reducing scheduling conflicts by 30% across remote teams.

EXECUTIVE ASSISTANT TO THE CEO

April 2022 - Jan 2026

International Strategic Consultancy

- Redesigned the CEO's calendar across multiple time zones, increasing strategic planning time by 28% and reducing conflicts by 35%.
- Managed executive inbox and implemented structured email workflows, reducing backlog by 45% and improving stakeholder response times.
- Prepared executive briefing packs and operational reports for strategy sessions, improving meeting efficiency by 30% and enabling faster decision-making.
- Coordinated complex international logistics, reducing travel scheduling errors by 40%.
- Monitored leadership initiatives and department deliverables, improving project completion rates to 95% on schedule.
- Implemented project tracking and workflow automation tools, reducing manual admin workload by 30%.

ADMINISTRATIVE COORDINATOR

Jan 2022 - Jan 2024

Remote UK-Based Professional Services Agency

- Managed executive schedules and client meetings, reducing scheduling conflicts by 30% and improving daily workflow organization.
- Handled client communication and support requests, resulting in a 35% improvement in response time and increased client satisfaction.
- Tracked project timelines and deliverables, improving on-time project completion by 25%.
- Introduced automation tools for recurring administrative workflows and optimized document preparation, improving turnaround time by 25%.
- Conducted online industry research and compiled background briefings to support leadership in strategic partner and business opportunity planning.

TECHNICAL SKILLS

Project Management:

Asana, Trello, ClickUp, Monday.com, Notion, Airtable

CRM:

HubSpot, Salesforce, Zoho CRM, GoHighLevel

Communication & Scheduling:

Slack, Zoom, Google Meet, Calendly, Microsoft Teams

Automation:

Zapier, Make.com, n8n

Productivity:

Google Workspace, Microsoft 365 (Excel, Word, PowerPoint)

EDUCATION

Bachelors Degree in Economics with Development Studies Double Major

University (South Africa)

CERTIFICATIONS

- Project Management • Coursera (2025)
- Executive Operations Assistant • ALX Academy (2025)