[Your Full Name]

[Cell number] • [Email address] • [Town/City, Province] • [LinkedIn link if you have one]

PERSONAL PROFILE

Personal Assistant with [X] years' experience supporting [Director/GM/Operations Manager] in a fast-paced environment. Strong diary and inbox management, meeting coordination, minute taking and travel booking. Known for calm communication, tight admin systems and handling confidential information professionally. Proficient in MS Office (Outlook, Word, Excel, PowerPoint) and Teams/Zoom.

KEY SKILLS

- Diary management, scheduling and prioritising
- Inbox management and professional email drafting
- Meeting coordination (agendas, packs, venues, catering)
- Minute taking and action tracking
- Domestic travel bookings and itineraries
- Document formatting (reports, letters, presentations)
- Filing and records management (digital and hard copy)
- Confidential handling of HR and contract documents
- Supplier liaison and quote comparison
- Basic Excel (filters, tables, simple formulas)

WORK EXPERIENCE

Personal Assistant — [Company Name], [City]
[Month YYYY] – Present

- Manage an executive diary across multiple departments, scheduling meetings, site visits and deadlines while resolving clashes quickly.
- Coordinate weekly and monthly meetings: agendas, meeting packs, venues/Teams links, attendance tracking and follow-up reminders.
- Take accurate minutes and distribute action lists within 24 hours; follow up with stakeholders to close items.
- Arrange travel and accommodation, prepare itineraries and support claim submissions with supporting documents.
- Draft and format professional documents (letters, reports and PowerPoint slides) aligned to company templates.
- Handle confidential information (HR matters, performance documentation, disciplinary scheduling) with discretion.

Administrative Assistant / Receptionist — [Company Name], [City]
[Month YYYY] – [Month YYYY]

- Front-office support: calls, visitors, courier bookings and a shared office inbox.

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- Kept office filing up to date, improved naming conventions and reduced time spent searching for documents.
- Supported managers with calendar bookings, meeting rooms, printing and document prep.
- Captured data in Excel and prepared weekly admin reports for management.

EDUCATION

[Qualification] — [Institution], [Year]

Matric (Grade 12) — [School], [Year]

COURSES

- Office Administration / Secretarial Course — [Provider], [Year]
- Minute Taking / Business Writing (if applicable) — [Provider], [Year]

TOOLS

- MS Outlook, Word, Excel, PowerPoint
- MS Teams / Zoom / Google Meet
- [Any booking system, CRM, Pastel/Sage, SharePoint, Google Drive]

REFERENCES

Available on request.

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