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**Mona**

**Executive Assistant**

[**Mona.319018@2freemail.com**](mailto:Mona.319018@2freemail.com)

Proactive, administrative professional with a history of supporting Executives in fast-paced corporate environments with over 11 year’s administrative experience. Recognized and valued as a discreet and knowledgeable manager and partner, with the ability to juggle and prioritize needs while ensuring speedy responses to logistics and business concerns.

Articulate and well-spoken

Social media knowledge

Appointment setting

Meeting planning

Travel administration

Executive presentation development

Business correspondence

Works well under pressure

Fluent in English, Afrikaans & Damara/Nama

**EXPERIENCE**

2014-11 - present

**Executive Assistant to three Executives**

Meatco

Work directly with busy company Executives, namely the Production Executive, QA Executive & Sales and marketing Executive  to manage all affairs and ensure their schedules are maintained.

Schedule company meetings and assist with preparation of meeting materials and agendas.

Provide logistical support to visiting clients and ensure their needs are met.

Open, read, and write answers to routine correspondence.

Liaise with clients and ensured effective working relationships. Frequently sit in on business meetings and facilitate communications by providing relevant documents and information.

Arranged appropriate travel, visas, agendas, necessary contacts, and country information.

Maintained and coordinated holiday, day-to-day meeting, and travel schedules.

Collaborated with other administrative team members, human resources, and the finance department on special projects and events.

2005-10 - 2014-10

**Executive Secretary to the Dean**

University of Namibia

Provided direct administrative support to the Executive Dean of the faculty of Agriculture.

Manage the Dean’s agenda.

Schedule internal and external appointments and meetings; screen and respond to telephone and in-person inquiries from faculty, staff, students and external organizations.

Ensure that directives from the Dean and the Director of Administration are performed in a manner that maintains the efficient and smooth functioning of the Office of the Dean.

Perform administrative and secretarial duties to the Dean in response to emails, mail, telephone or in-person inquiries; direct telephone inquiries to appropriate individuals for follow-up; prepare letters and memos.

Collaborate with internal and external bodies, individuals and groups on behalf of the Dean and the Director of Administration.

Take minutes at various faculty committees as required by the Dean.

Participate in organizing promotional activities and special events for the Faculty such as Orientation and Dean’s Excellence Award

Coordinates travel arrangements.

Provide other tasks in support to the Office.

**EDUCATION**

2014 - present

**University of Namibia-Diploma in Public Relations**

Diploma in Public Relations-Busy, only one subject outstanding to graduate 2017

2013

**CDAC Certificate in Advanced Course in Multimedia & Web Design Technology from Centre for Development of Advanced Computing**

CDAC Certificate in Advanced Course in Multimedia & Web Design Technology from Centre for Development of Advanced Computing, obtained in India.

2009-02 - 2010-11

**Polytechnic of Namibia-Certificate in Introduction to events Management**

Certificate in Introduction to events Management

2007-02 - 2008-11

**Polytechnic of Namibia -2 years Human Resources Management, Polytechnic of Namibia**

2 years Human Resources Management, Polytechnic of Namibia. Qualification not obtained due to personal reasons.

**SKILLS**

Customer service: Excellent customer service

Letter drafting: Good writing skill

Multicultural interaction: Perfect

Travel arrangements: Perfect

Events coordination: Perfect

Office procedures: Perfect

Meeting minutes: Good

Supplies management: Good

**In summary:** I have a proven knowledge of office coordination, scheduling, logistic support, documentation drafting and general administrative procedures. Good judgment and able to work independently. Extremely organized and able to manage a variety of tasks and prioritize. I also have excellent customer service sills and am able to maintain positive working relationships with superiors and other office staff. I have a good verbal and writing skills and tact.

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