Name Surname

Address, Area, City, Province

072 000 0000 | myemail@domain.com

# profile

Thando is seasoned executive assistant and has been personal assistant to three CEO’s within JSE listed companies. Her excellence has been recognized by winning the “Service Excellence” award three times in a row while she worked at ABC bank. She has successfully coordinated annual events such as golf days and year end functions, while managing the entire budget and service providers. She is currently seeking for executive assistant or office manager positions.

# Education

Bachelor of Business Administration 2010

UNISA

Matric 2001

ABC High School

# Experience

Position 2010- present

Company

* Duties/Accomplishments
* Duties/Accomplishments
* Duties/Accomplishments

Position 2005- 2010

Company

* Duties/Accomplishments
* Duties/Accomplishments
* Duties/Accomplishments

Position 2005- 2010

Company

* Duties/Accomplishments
* Duties/Accomplishments
* Duties/Accomplishments