Name Surname

Professional Title (optional)

072 000 000 | myemail@email.com | Residential Area (City, Province)

Thando is seasoned executive assistant with 15 years’ work experience. She has been personal assistant to three CEO’s from JSE listed companies. Her excellence has been recognized by winning the “Service” 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 budgets and service providers totaling 2 million Rands. She is currently seeking for executive assistant or office manager positions.

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| Education |  | **Bachelor of Business Administration**  UNISA, 2002 – 2011  Matric  ABC High School, 1996-2001 |

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| Experience |  | Position: Company, 2010 - present  Summary description of role   * Duties/Achievements * Duties/Achievements * Duties/Achievements   Position: Company, 2005 - 2010  Summary description of role   * Duties/Achievements * Duties/Achievements * Duties/Achievements   Position: Company, 2000 - 2005  Summary description of role   * Duties/Achievements * Duties/Achievements * Duties/Achievements | |
|  |  |  | |
| Skills |  | Skills  Skills  Skills  Skills | Skills  Skills  Skills  Skills |