

VUYELWA MAVUMA

VIRTUAL ASSISTANT



CONTACTS

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Randburg, 2162, South Africa

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SKILLS

- Creative & Visual Skills
- Administrative Support
- Customer Relationship Management (CRM)
- Sales Administration
- Organizational Skills
- Communication
- Technical Skills

LINKS

LinkedIn:
www.linkedin.com/in/vuyelwa-mavuma/

LANGUAGES

English

REFERENCE

Available upon request

ABOUT ME

Detail-oriented and highly organized Virtual Assistant with experience in administrative support, customer relationship management, and schedule management. Adept at handling diverse tasks, from email management to project coordination, to ensure smooth operations. Proficient in using CRM systems, managing booking forms, and updating schedules. Dedicated to providing exceptional service and maintaining high levels of professionalism. Eager to leverage my experience in sales administration and customer service to support clients in various industries.

WORK EXPERIENCE

Administrative Assistant, Durban Motion Pictures, South Africa
May 2016 - May 2017

- Coordinated office operations, maintaining a well-organized work environment.
- Implemented efficient filing systems, resulting in a 20% reduction in retrieval time.
- Managed executive calendars, scheduling appointments, meetings, and travel arrangements.
- Assisted in planning and executing film productions, coordinating schedules and resources.

Teachers Assistant, Department of Education, Margate
Mar 2023 - Dec 2023

- Assisted lead teacher with lesson planning, classroom management, and instructional activities, fostering a positive and effective learning environment.
- Provided tailored one-on-one support to students with learning difficulties or special needs, enhancing academic performance and meeting individual learning goals.
- Supported technology integration in lessons, utilized interactive whiteboards and educational software, and maintained accurate student records, including grading and progress tracking.

Financial Advisor- Sales, Telesure Investment Holdings, South Africa
Dec 2018 - Feb 2020

- Communicated with clients regarding their medical insurance needs, leveraging healthcare knowledge.
- Scheduled meetings with potential clients to discuss healthcare solutions and financial planning.
- Developed strategies for lead generation and brand promotion within the healthcare sector.
- Analyzed sales data to identify areas for improvement and optimize sales strategies.

Retail Sales Representative, Verimark, South Africa
Mar 2022 - Mar 2023

- Provided outstanding customer service, assisting customers with product selection and resolving inquiries.
- Managed inventory levels and merchandise displays, ensuring a positive shopping experience.
- Collaborated with retail staff to achieve sales targets and maintain a positive shopping environment.
- Provided regular reports on sales performance, customer feedback, and inventory levels to management.

EDUCATION

Virtual Assistant, ALX
2024

Web Development, SheCodes
2024

Law, The University of South Africa

Film & Television Techniques, Cityvarsity
2016

Matric, Port Shepstone High School
2013