

MUBEEN HENDRICKS

Summary

Dedicated final year HR student seeking an opportunity. I developed strong communication, problem-solving and teamwork skills through studying and past experience roles. Passionate about continuous learning and helping organizations succeed. Eager to apply my knowledge while contributing value in a fast-paced environment. Motivated to take on new challenges and support colleagues achieving goals. A quick learner committed to developing diverse skills through hands-on experience. Bring enthusiasm for new opportunities to help advance my career.

Professional Experience

2023-2023

Pelican Park High School

Administrator/Principal PA

Personal Assistant to High School Principal: Efficiently supported the high school principal in managing administrative tasks and maintaining effective communication within the school community. Coordinated schedules, appointments, and meetings, drafted correspondence, and prepared reports. Ensured timely dissemination of information and served as a liaison between the principal, staff, students, and parents. Proficiently handled event organization, student discipline, and parent inquiries. Played a vital role in facilitating the principal's day-to-day operations and promoting the smooth functioning of the school

Key Responsibilities

- Communication
- Staff Support
- Policy Research
- Time and Schedule Management
- Correspondence Handling
- Confidentiality
- Office Management

2019-2021

Company Name WNS Global

Senior Associate

- **Account Management:** Successfully managed key accounts, cultivating strong client relationships, and driving revenue growth while surpassing sales targets.
- **Operational Efficiency:** Demonstrated expertise in system controls, optimizing operational efficiency, and streamlining processes to enhance overall organizational performance.
- **Risk Mitigation:** Effectively identified and mitigated risks, contributing to a secure and stable operational environment.
- **Customer Experience Enhancement:** Played a crucial role in enhancing the overall customer experience, leaving a positive impact on the organization's reputation.

2018-2023

Property Administrator

- **Property Management:** Demonstrated ability to effectively manage and oversee residential or commercial properties, ensuring optimal conditions, tenant satisfaction, and meeting property owner needs.
- **Contract Negotiation:** Proficient in negotiating and reviewing contracts with vendors, suppliers, and service providers to secure favorable terms and ensure cost-effective property maintenance and management.
- **Customer Service:** Strong interpersonal and communication skills, with a focus on providing exceptional customer service to tenants, addressing inquiries, resolving complaints, and maintaining positive tenant relationships.
- **Organizational Skills:** Highly organized and detail-oriented, adept at managing multiple tasks, prioritizing responsibilities, and maintaining accurate records and documentation related to property administration.
- **Problem Resolution:** Proven ability to identify and address issues and challenges in property management, including tenant disputes, maintenance concerns, and financial discrepancies, with a focus on finding effective and timely solutions.



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SKILLS

- Commercial awareness
- Communication
- Negotiation and persuasion
- Problem Solving
- Leadership

COMPUTER Skills

- Microsoft office
- Power point
- Excel
- Outlook

EDUCATION

Part time Human Resource Management student at Damelin Collage

Relevant Skills

- communications 72%
- Administration 77%
- Legal frame work 69%
- Human Resource management 84%

Business Management certification

Alexander Sinton High School Matric 2015

AWARDS

- Rugby captaincy Award 2015
- RCL 2018
- SACE accredited Trauma certificate 2023
- Internet Safety Certificate 2023

Reference

Principal : Igsaan Dramat

Phone: +27 659754612

Manager : Nabeelah De Allende

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