



NKOSIPHILE A.

EXECUTIVE ASSISTANT

CONTACT

Gauteng, South Africa

PROFICIENCY IN TOOLS

Asana	● ● ● ● ●
Gsuite	● ● ● ● ●
Concur	● ● ● ● ●
Hubspot	● ● ● ● ●
Canva	● ● ● ● ●
Monday.com	● ● ● ● ●
Airtable	● ● ● ● ●
ChatGPT	● ● ● ● ●
Slack	● ● ● ● ●
Hubtsaff	● ● ● ● ●
EveryHour	● ● ● ● ●
Zoho	● ● ● ● ●
Office 360	● ● ● ● ●

TASK EXPERTISE

- Marketing Skills
- Research
- Problem Solving
- Accounting
- Leadership
- Time management
- Active Listening
- Collaboration
- Empathy
- Growth Mindset
- Foresight
- Creativity
- Relationship-Building
- Work Ethic.



ABOUT ME

I am a smart worker; I find ways to complete work as quickly and efficiently as possible and I have a strong drive to see things to completion. As an optimistic and tenacious Executive Assistant, I bring five years of goal-oriented experience to the table, providing critical support to C-level executives. My expertise lies in travel and logistics, and managing operational and administrative functions with a high degree of accuracy.



EXPERIENCE

- > **REMOTUAL** MAR 2025 - PRESENT
EXECUTIVE ASSISTANT
 - Conduct in-depth research on various topics to support decision-making and project development.
 - Design visually compelling posters and marketing materials to enhance brand communication.
 - Create, format, and deliver presentations using PowerPoint, ensuring data is clearly presented.
 - Collect, organize, and analyze data for reports, helping to track key performance metrics.
- > **BLACK MAJOR** SEP 2022 - JAN 2025
EXECUTIVE ASSISTANT
 - Managed email correspondence, scheduling, and calendar coordination for executives.
 - Coordinated travel arrangements, including flights, accommodations, and transportation logistics.
 - Organized event production tasks, overseeing logistics and ensuring smooth operations.
 - Assisted in advancing projects by liaising with teams, vendors, and stakeholders.



EDUCATION

- > **UNIVERSITY OF THE FREE STATE,** 2021
BLOEMFONTEIN, SOUTH AFRICA
Honours in Public Administration and Management