



# Obakeng Martha Montsho

Administrator ( V A )

## CONTACT ME



Johannesburg, South Africa SAST  
(GMT+2) – Remote-Ready



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## EDUCATION

Bachelor of Economics —  
UNISA Completed

Project coordination  
& deadline tracking



MS EXCEL



Time management & task  
prioritization



## 🌐 REMOTE-READY / HOME OFFICE

- Fully equipped home office with high-speed fibre internet
- Available to work US & UK hours outside day commitments
- 10–20 hours per week (evenings/weekends) or flexible as agreed
- Quiet, professional workspace with backup connectivity

## PROFILE

Currently working as a Virtual Assistant, providing high-level executive, administrative, and operational support, with strong capability in managing schedules, coordinating projects, handling communications, and optimizing workflows. Organized and detail-oriented professional with extensive experience in administrative, client service, finance, and investment support roles. Skilled in adopting new technologies and AI tools (Google Workspace, Notion, ClickUp, Trello, ChatGPT). Experienced in CRM management, particularly Zoho, to track clients, communications, and follow-ups efficiently. Adept at maintaining confidentiality, liaising between stakeholders, and ensuring smooth execution of strategic priorities. Fully remote-ready and able to manage responsibilities independently..

## WORK EXPERIENCE

### • Virtual Assistant (Current) – Remote

- Executive support: inbox, calendar, communication management
- Task tracking & project coordination (Trello, Click Up, Notion)
- CRM updates & follow-ups (Zoho)
- Document prep, minutes, reporting
- AI-assisted workflow automation (Notion AI, Google Workspace tools)

### • Finance & Investment Administrator – EPPF

*Aug 2013 – Jan 2024*

- Admin & operational support across finance/investments
- Calendar, communication & meeting coordination
- Project tracking & workflow systems
- Reconciliations, reports, presentations
- Stakeholder liaison & compliance support
- Rotational role in Investment Admin (2018–2019)

### • Specialist & Client Service Administrator – Sanlam

*Dec 2011 – Dec 2012*

- High-volume admin & client service support
- Calendar & inbox management
- Meeting prep & action tracking

## References:

Thandiwe Motshegwa EPPF – 082 496 7490 | Paul Masilo – 084 273 7821 – Sanlam

