

Noulene vd Westhuizen

Remote Administrative & Executive Support Professional

Phone:	084 674 9539
Email:	noulenealtavdwesthuizen@gmail.com
Location:	South Africa (Open to fully remote roles)
Languages:	English, Afrikaans

Professional Summary

Experienced Administrative and Operations Professional with strong background in workshop administration, executive support, invoicing, reconciliations, fleet coordination and reporting. Highly organised and detail-oriented with experience supporting fast-paced operational environments. Comfortable working remotely and coordinating with teams, suppliers and stakeholders across multiple departments. Skilled in problem solving, data management, and maintaining efficient workflows.

Key Skills

- Executive & Personal Assistant Support
- Administrative & Operations Coordination
- Invoicing, Reconciliations & Financial Administration
- Workshop / Fleet Administration
- Reporting, Data Capturing & Documentation Management
- Stock Control & Job Card Administration
- Customer & Supplier Communication
- Microsoft Excel, Word & PowerPoint (Advanced)
- Syspro, Fleetboard, Vector & GAAP Systems
- Canva, CorelDraw & Adobe (Basic)
- Remote Collaboration Tools (Zoom, Google Workspace, Slack, Microsoft Teams)

Professional Experience

Workshop Administrator – Reinhardt Transport Group (Central Workshop)

April 2025 – Present

- Manage opening and closing of internal and external vehicle job cards.
- Create invoices for completed job cards and process supplier invoices.
- Perform monthly supplier reconciliations and financial reporting.
- Provide cost reports and documentation to the Risk Department.
- Maintain daily Excel reports and coordinate with suppliers and internal teams.
- Organise scanning and filing of workshop documentation.

Receptionist / Personal Assistant – Mapiersportswear (Fashionique)

Jan 2023 – Sept 2023

- Front-office administration, customer service and diary management.
- Invoicing, dispatch coordination and stock control.
- Supported management and design teams with operational admin tasks.

Personal Assistant – Diesel Electric

May 2022 – Dec 2022

- Provided executive administrative support including travel bookings and scheduling.
- Managed reporting, HR documentation and fleet coordination.
- Assisted with stock control and operational support across departments.

Admin Assistant / Personal Assistant – Kembali Farms

Jan 2019 – Oct 2021

- Managed transport trip sheets, invoicing and reconciliation reporting.
- Performed internal transport costing and billing to farms.
- Handled job allocations, documentation and record keeping.

Education

Matric (Grade 12) – Hibberdene Academy

Bachelor's Pass – 2017