

KEDIBONE DOREEN MOLEFE

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| Availability: Immediately/ 2 weeks' Notice

Professional Summary

Detail-oriented and highly organized Virtual Assistant with strong experience in administrative support, calendar management, email handling, and client communication. Skilled at managing multiple tasks efficiently while maintaining accuracy and professionalism in fast-paced remote environments. Committed to helping businesses streamline operations and improve productivity.

Key Skills

- Calendar & Email Management
 - Data Entry & Record Keeping
 - Customer Support & Client Communication
 - Scheduling & Travel Coordination
 - Microsoft Office & Google Workspace
 - Project Management Tools (Trello, Asana, ClickUp)
 - Social Media Assistance
 - Time Management & Multitasking
 - Attention to Detail
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Professional Experience

Virtual Assistant / Administrative Assistant

Rembu Construction - Part Time - March 2024 (4hrs)- to date

(on Hybrid & Remotely)

- Managed calendars, scheduled meetings, and coordinated appointments across time zones
- Handled email correspondence, responding to inquiries and organizing inboxes
- Performed data entry and maintained accurate records and databases
- Provided customer support via email and chat, ensuring high client satisfaction
- Prepared reports, documents, and presentations as required
- Managed calendars, scheduled meetings, and coordinated appointments
- Performed accurate data entry and maintained digital and physical filing systems
- Provided customer support via phone and emails
- Coordinated virtual meetings using Zoom and Microsoft Teams
- Supported day-to-day administrative operations both remotely and on-site

Receptionist / Administrative Assistant

Communica Pty Ltd - April 2020 - Dec 2023 (on Hybrid & Remotely)

- Managed front desk operations, greeting visitors and directing inquiries professionally
 - Handled incoming calls and emails, ensuring timely and accurate responses
 - Scheduled appointments and maintained calendars for staff and management
 - Assisted with data entry, filing, and document preparation
 - Coordinated virtual and in-person meetings, including setting up Zoom/Teams sessions
 - Supported remote administrative tasks such as email management and report preparation
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Education

- Denver Technical College: N6 Management Assistant, 2018
 - National Senior Certificate: Matric, 2014
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Certifications

- Virtual Assistant Certification
 - Office Administration Training
 - Customer Relationship Management (CRM)
 - Receptionist Training
 - Microsoft Excel
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Tools & Technology

Google Workspace | Microsoft Office | Zoom | Slack | Trello | Asana | Canva | CRM Systems

Additional Information

- Strong communication skills (written & verbal)
- Able to work independently and meet deadlines
- Flexible and adaptable to different industries and clients