

# Atrayah Janhe

Executive Assistant

I am an experienced personal and virtual assistant who is resourceful, organised, and skilled. My role is to assist entrepreneurs and professionals alike who require someone who can offset tasks and streamline their time to focus on business and family.

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## Skills and Experience

### Technical skills & Software tools

- Diary Management
- Email Management
- Communication
- Travel Arrangements
- Research
- Invoicing
- Proofreading
- Transcription
- Event Planning
- Project Coordination
- Test

### Professional skills

- Problem-solving
- Communication
- Teamwork
- Adaptability
- Critical thinking
- Parenting and kids
- Time management

### Industry Experience

- Agriculture
- Coaching
- Education
- Health and wellness
- Law
- Parenting and kids
- Travel and hospitality
- Medical

### Additional languages



## Work Experience

### Virtual Assistant

Outsourcery

Apr 2021

- I provide mentoring and coaching to an IT Manager at a high-end company, including setting up a daily schedule with personal habit management.
- I manage CEO and executive calendars.
- I conduct research projects as needed.
- I successfully coordinate travel and logistics for frequent executive and personal travel.
- I handle email correspondence and external client management.
- I provide mentoring and coaching to an IT Manager at a high-end company, including setting up a daily schedule with personal habit management.
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May 2020 - Jan 2021

### Personal Care Assistant

Christie's Care (Pty) Ltd

- General administration.
- I manage CEO and executive calendars.
- Budgets.
- Diary management.
- Medical administration.

Apr 2021

### Virtual Assistant

Outsourcery

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- ONE
- TWO

## Education & Certifications



**PMP Project Management -  
Fundamental Concepts For  
Beginners**

Alison



**Customer Service  
Skills**

Alison



**Certificate in  
Administrative Support**

VA Connect: VA Varsity



**Certificate in Executive  
Support**

University of Cape town -  
Get Smarter

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

## Client Reviews



**Test**

Testing

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### Contact us

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- 📞 020 3103 0161



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