

# Atrayah Janhe

Virtual Assistant

I am a highly experienced Personal & Executive Virtual Assistant, known for my resourcefulness, organisation, and personable approach. I specialise in supporting entrepreneurs, professionals, and high-profile individuals, helping them streamline their commitments and focus on what matters most. A defining chapter of my career was serving as Archbishop Desmond Tutu’s personal assistant from 2015 – 2020.



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## Skills and Experience

### Technical skills & Software tools

- ➔ MS Word, Excel & G-Suite
- ➔ Microsoft 365
- ➔ Salesforce, Zoho & Pipedrive
- ➔ Slack
- ➔ ChatGPT, Copilot & Gemini

### Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Documents & Scheduling
- ➔ Travel Management & Booking
- ➔ Budgets & Invoicing
- ➔ Sales
- ➔ Logistics
- ➔ Project Team Coordination

### Industry Experience

- ➔ Administration & Support Services
- ➔ Agriculture & Environmental Services
- ➔ Art & Design
- ➔ Business Management & Consulting
- ➔ Coaching
- ➔ Customer Service
- ➔ Electronics & Technology
- ➔ Healthcare, Medical, Health & Wellness
- ➔ Hospitality
- ➔ Legal & Law
- ➔ Leisure & Recreation
- ➔ Pet & Animals
- ➔ Transportation
- ➔ Travel & Tourism

## Work Experience

Apr 2021 - Current

### Virtual Assistant

Outsourcery

- ➔ Provide mentoring and coaching to an IT Manager at a high-end company, including setting up a daily schedule with personal habit management.
- ➔ Manage CEO and executive calendars.
- ➔ Conduct research projects as needed.
- ➔ Coordinate travel and logistics for frequent executive and personal travel.
- ➔ Email correspondence and external client management.
- ➔ Book and manage meeting rooms for a Board of Directors and Executive Management.
- ➔ Upload accounting receipts and respond to queries.
- ➔ Input to medical CRM for UK medical practice.
- ➔ Manage medical invoicing.
- ➔ Client Services.
- ➔ Manage HNWI pet travel / private jet.
- ➔ Reservations.
- ➔ Concierge.
- ➔ Coordinate Advancing for festivals and shows (International & UK) for a global musician, and interface with music agencies, band members, and promoters.

May 2020 - Jan 2021

### Personal Care Assistant

Christie's Care (Pty) Ltd

- ➔ General administration.
- ➔ Diary management.
- ➔ Medical administration.

Jan 2015 - Jan 2020

### PA to Archbishop Desmond Tutu (Emeritus)

Desmond & Leah Tutu Legacy Foundation | SA

- ➔ Diary, email, and travel management.
- ➔ Correspondences, general administration, legal, minutes.
- ➔ Research, transcription, archiving.
- ➔ Proofreading and editing.
- ➔ Event planning.
- ➔ Chaperone and personal driver.
- ➔ Media Coordination.
- ➔ VVIP Treatment.

May 2014 - Feb 2016

### Development Officer

Aqua-cura (Pty) Ltd | SA

- ➔ Business development and sales consulting, sourced from Corporate Social Investment, Mining Conglomerates, and Government.
- ➔ Strategy planning with CEO with implementation and feedback.
- ➔ Research.

## 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)

## Client Reviews

Jovanne du Preez

Super administrative assistance at very reasonable prices. Their contracting is very flexible and Atrayah has become a valuable member of the team.

