

Atrayah Janhe

Virtual 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.



Skills and Experience

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> → MS Word, Excel & G-Suite → Salesforce, Zoho & PipeDrive → Slack → ChatGPT 	<p>Professional skills</p> <ul style="list-style-type: none"> → General Administration & Organisation → Email & Diary Management → Documents & Scheduling → Travel Management & Booking → Budgets & Invoicing → Sales → Logistics → Social Media 	<p>Industry Experience</p> <ul style="list-style-type: none"> → 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
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Work Experience

<p>Apr 2021 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> → 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 HNW 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.
<p>May 2020 - Jan 2021</p>	<p>Personal Care Assistant Christie's Care (Pty) Ltd</p> <ul style="list-style-type: none"> → General administration. → I manage CEO and executive calendars. → Budgets. → Diary management. → Medical administration.
<p>Jan 2015 - Jan 2020</p>	<p>PA to Archbishop Desmond Tutu (Emeritus) Desmond & Leah Tutu Legacy Foundation SA</p> <ul style="list-style-type: none"> → 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.
<p>May 2014 - Feb 2016</p>	<p>Development Officer Aqua-cura (Pty) Ltd SA</p> <ul style="list-style-type: none"> → 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

<p>PMP Project Management - Fundamental Concepts for Beginners</p> <p>Alison</p>	<p>Customer Service Skills</p> <p>Alison</p>	<p>Certificate in Administrative Support</p> <p>VA Connect: VA Varsity</p>	<p>Certificate in Executive Support</p> <p>University of Cape Town (Get Smarter)</p>
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YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

Client Reviews

Atrayah was very helpful for us at a time we needed someone to manage our lives outside of work, errands, projects, finding suppliers, organising family events, etc. Excellent diary management, research capabilities with regular, clear communication. Thank you!

