

Carmen Fernandez

Virtual Assistant

I am confident, polite, and well-organised with excellent communication skills. I pride myself on my administrative abilities and excel in multi-tasking and time management. I am personable and a good relationship builder.



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Skills and Experience

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> MS Excel & MS Word Xero & Pastel Wordpress Etsy Slack Facebook & Pinterest 	<p>Professional skills</p> <ul style="list-style-type: none"> General Administration & Organisation Email & Diary Management Research & Data Capturing Bookkeeping Proofreading Travel Management & Booking Documents & Scheduling 	<p>Industry Experience</p> <ul style="list-style-type: none"> Business Management & Consulting Coaching Property Administration & Support Services
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Work Experience

<p>Mar 2020 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> Efficiently prepare and organise documents to support business operations. Manage Filing and bookkeeping tasks to ensure accurate record-keeping. Capture data with great attention to detail for data integrity and accuracy. Coordinate online purchases and manage travel logistics, including research and planning. Maintain calendar and scheduled appointments efficiently. Conduct thorough research to support various projects. Manage invoices using Xero.
<p>Jan 2004 - Feb 2020</p>	<p>Executive Assistant Fish Hoek Travel (Pty) Ltd</p> <ul style="list-style-type: none"> Diary management. Correspondence. General office management. Bookkeeping. Petty Cash.
<p>Jun 2003 - Dec 2003</p>	<p>Administrative Assistant S Squared</p> <ul style="list-style-type: none"> Bookkeeping. Correspondence. General office management.
<p>Mar 2001 - May 2003</p>	<p>Secretary and Debtors Clerk Progressive Administration Cape (Pty) Ltd</p> <ul style="list-style-type: none"> Dictaphone typing. Organising travel arrangements. Reconciling debtors' books and attending to the recovery thereof.

Education & Certifications

<p>Certificate in Paralegal Conveyancing (Level 1) Igwetha Training Academy</p>	<p>Credits towards a BCom Degree University of Cape Town (UCT)</p>
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YES, I WANT TO PROCEED WITH THIS CANDIDATE NO, PLEASE SHARE MORE PROFILES

Client Reviews

Tia Azulay

Carmen Fernandez is a delight to work with. She is reliable, adaptable and willing to learn, and can pivot from one task to another without fuss. Always pleasant, she has a good sense of humour but retains professional at all times and helps me focus when I have too much on my plate. I highly recommend her.

