

Payge Scallan

Virtual Assistant

I am a client-focused, highly organised, and detail-oriented professional with exceptional communication, time management and project management skills. Known for adaptability, problem-solving abilities, and a positive attitude, I bring a proactive initiative and decisive approach to every task. I have a tech-savvy mindset and a strong willingness to learn new things. I am professional, a team player who also works well independently, and I am committed to delivering high quality results in any environment.



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Skills and Experience

Technical skills & Software tools

- MS Excel, Word & G-Suite
- Xero
- Trello & Slack
- Facebook, Instagram & TikTok
- Pinterest & YouTube
- ChatGPT

Professional skills

- General Administration & Organisation
- Email & Diary Management
- Research & Data Capturing
- HR & Recruitment
- Travel Management & Booking
- PR & Networking
- Minute Taking
- Proofreading
- Project Management

Industry Experience

- Administration & Support Services
- Customer Service
- Finance
- Transportation

Work Experience

Oct 2024 - Current

Virtual Assistant

Outsourcery

- Create PRs, POs, and GRs.
- Manage and administrate IT Subscriptions and Licenses.
- Document management.

Apr 2022 - Sep 2024

Dealer Principal

Oh My Cars

- Managing all dealership administration, meetings, and communication both internally and externally. This includes scheduling team meetings, diary management, data capture, invoicing, debt collection, analytics, and reports.
- CRM management.
- Project management.
- Budget management.
- Compiling weekly and monthly financial management reports.
- Develop and implement digital marketing campaigns to drive sales leads.
- Conceptualisation and implementation of all marketing collateral, advertising, and brand communication.
- Content creation for all social media platforms (Facebook, Instagram, TikTok).
- Support the sales team to achieve their targets through lead qualification and nurturing strategies.
- Working alongside the company owners and investors to create a pathway to achieve strategic goals.
- Customer service management.
- HR including recruitment, onboarding, support, and financial performance management.

Mar 2018 - Mar 2022

Finance and Insurance Assistant

Stargate Auto Car Dealership

- Process, manage, and compile all Financial documentation required for vehicle sales.
- Managing all the Finance division operational functions across various departments.
- Managing all transactions, invoicing, and sales administration.
- Management of debtors and creditors.
- Authorising and processing payments.
- Relationship building and management of all financial institutions and suppliers.
- Sourcing new Financial institutions and insurance partners.
- Sourcing of suitable second-hand stock based on consumer demand and market trends.
- Compiling of monthly financial reports for each division.
- Dealership floor and stock management.
- Customer service and complaint management.
- Digital marketing and lead generation campaigns.
- Social media content creation as well as traditional marketing.
- Identify opportunities and meet sales targets for vehicle Finance and insurance products.
- Ensuring compliance with all legal and regulatory documentation and procedures.
- General office administration.
- HR coordination and administration.
- Payroll processing.

Education & Certifications



Certificate in National Credit Act, Finance, Insurance

Moonstone Business School



Bachelor of Law

North West University

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

