



Zaydine Buys

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Maintained accurate records and filing systems, both electronic and physical.

Administrative Assistant :

Supported executive staff with calendar management, travel arrangements, and meeting coordination.

Organized and maintained filing systems, ensuring information was easily accessible and up-to-date.

Coordinated team projects, facilitating communication and collaboration among team members.

Assisted with office management tasks, including ordering supplies and managing vendor relationships.

Preferred occupation Administrative jobs

Preferred work location Pretoria / Tshwane

Highly organized and detail-oriented professional with extensive experience in communication, scheduling, organizing, coordinating projects, filing, teamwork, and office management. Seeking an administrative or coordination position to leverage my skills in enhancing office efficiency and

Supporting organizational goals

Contacts and general information about me

Day of birth 2000-09-10 (25 years old)

Gender Female

Residential location Pretoria / Tshwane

Communication: Excellent verbal and written communication skills, ensuring clear and effective

Telephone number *Information is available only for registered users.*

Interactions with colleagues, clients, and stakeholders.

Scheduling: Proficient in managing calendars, arranging meetings, and coordinating appointments

to optimize productivity.

Organizing: Adept at maintaining orderly workspaces, managing documents, and creating efficient

systems for data storage and retrieval.

Project Coordination: Skilled in planning, executing, and monitoring projects, ensuring they are

Filing: Experienced in managing both electronic and physical filing systems, ensuring information is easily accessible and secure.

Teamwork: Strong collaborator with the ability to work effectively within a team, fostering a positive and productive work environment.

Office Management: Competent in handling administrative tasks, managing office supplies, and ensuring smooth daily operations.

Office Coordinator:

Managed daily office operations, including scheduling meetings, coordinating events, and maintaining office supplies.

Developed and implemented organizational systems to improve efficiency and productivity.

Assisted in project management, tracking progress and ensuring timely completion of deliverables.

Handled internal and external communications, including email correspondence, phone calls, and in-person interactions.