



Ms.

Omphemetse Jasson



Riverside View, Fourways,
2191, South Africa



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[LinkedIn Profile](#)



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Vehicle & Drivers

EDUCATION

DIP IN MEDIA PRACTICES || MARKETING

Boston Media House || Sandton
2009-2013

Bachelor of Arts in Government, Administration and Development

University of South Africa
In Progress

HIGH SCHOOL || GRADE 12

Academy of Excellence || Free State
2008-2008

SKILLS

- Team player
- Good Communication skills
- Analytical thinker
- Administrative Assistance
- Compassionate
- Detailed, Decisive
- Organized, Creative

ADMIN APPLICATIONS

- Microsoft Office Suite
- Zoom, Chase
- Google Calendar
- Jotform

PROFILE

OPERATIONS ADMINISTRATOR

Amakonekxin || Woodmead || September 2022 – Present

- Co-ordination & compilation of interim, weekly/ monthly & close out reports
- Support to CEO & General Manager
- Compilation of internal project timeline
- Development of training manuals
- Field visit reports
- Ad hoc field immersion & market trends compilation
- Visual imagery custodian – google/ external hard drive.
- Google driver submissions, uploading management.

EXECUTIVE SECRETARY

Maths & Science Infinity || Sandton || March 2021 – August 2022

- Manage, organize, and maintain CEO's time calendar, scheduling appointments.
- Take initiative to make minor job-specific decisions in the absence of a CEO.
- Make travel arrangements for the CEO and accompanying personnel which includes reservations (VISA applications, airline, car rental, local ground transportation, hotel, meals, etc.
- Arrange for any materials required (Presentations, documentation, print handouts, memos, dairies for all CEO meetings efficiently.
- Maintain organizational charts with the help of all organization-wide employees and staff.
- Receive and distribute relevant information to/from internal and external sources by telephone, email or in person.
- Maintain office supplies in collaboration with the administration department and keep an up-to-date record of all stock inventory levels to order/acquire supplies needed.
- Perform other administrative duties.

REFERENCES

Maths & Science Infinity

Bonga Tsengwa

Operations Manager

043 726 2171

Publicis Commerce | Minanawe

Louanne Chamberlain

Administration Manager

louanne@orangextreme.co.za

072 218 0847

Regional Activations Manager

Adrian Barichievu

082 444 2724

The District Pty Ltd

Sarah Polla

Operations

Director

sarahstefanikpolla@gmail.com

082 413 9615

Nuctech Pty Ltd

Trevor O'Sullivan

Chief Engineer

084 253 5788

Sika Pty Ltd

Marks Solly Ditodi

Operations

Manager

082 371 7335

Mandla Technologies Pty Ltd

Reggie Miti

Chief Executive Officer

072 754 4626

SENIOR ADMINISTRATOR

Publicis Commerce: Minanawe Marketing || Bryanston ||

July 2017 – June 2020

- Compilation of weekly/monthly/quarterly activation reports for clients
- Development of reporting templates for the client service department, which include PowerPoint and Excel
- Attend briefings, training, dry run, and wet sampling activation to understand the mechanics of activations to execute the report professionally.
- Analyze and interrogate raw data received from the operations department and compile it into a presentable presentation for clients.
- Liaising with the client service department regarding new projects and liaising with the operations department ensuring that they have submitted all the outstanding data.
- Team leader and a senior to the admin department to ensure smooth operation within the department.

PERSONAL ASSISTANT | FRONT DESK OFFICER

The District || Paulshof || Oct 2016 – May 2017

- In charge of the forefront/ front line of the company in a professional manner
- Receiving and directing of visitors
- Booking of meetings and managing boardrooms
- Run business errands when required e.g., buying client/staff birthday gifts.
- General word processing, excel spreadsheets, PPT presentations and filing when required.
- Conducting research for the Business Unit Head

ADMINISTRATIVE ASSISTANT | FRONT DESK OFFICER

Nuctech SA Pty Ltd || Marlboro || Nov 2015 – Oct 2016

- Front of House / Front Line Duties
- Administration
- File Clerk
- Office communication
- Bookkeeping
- Meetings and Events

FRONT DESK OFFICER | FILE CLERK

SIKA SA Pty Ltd || Isando || Oct 2013 – Nov 2015

- Front of House / Front Line Duties
- Administration
- File Clerk

FRONT DESK OFFICER | PA | ADMINISTRATIVE ASSISTANT

Mandla Technologies || Rivonia || Sep 2011 – Sep 2013

- Front of House / Front Line Duties
- Administration
- File Clerk
- PA duties