

RESUME OF ANUSHA NAIDOO

Johannesburg South, Gauteng, South Africa

074 049 0206 | 076 422 6093 (WhatsApp)

akrgovan@gmail.com

LinkedIn: [linkedin.com/in/anusha-naidoo-7315a3236](https://www.linkedin.com/in/anusha-naidoo-7315a3236)

Driver's License | Own Transport

EXECUTIVE PROFILE

Highly experienced Executive Assistant, Senior Administrator, and Office Management professional with over 20 years of experience across education, corporate, travel, finance, and operations environments. Skilled in executive support, calendar and diary management, travel coordination, stakeholder engagement, procurement, reporting, event coordination, and office administration. Proven ability to manage multiple priorities in fast-paced environments while maintaining confidentiality, professionalism, and operational efficiency. Proficient in Microsoft Office 365, school administration systems, accounting software, and design tools.

CORE COMPETENCIES

- Executive Support
- Personal Assistance
- Office Administration
- Office Management
- Diary & Calendar Management
- Meeting Coordination
- Minute Taking
- Travel Coordination & Itineraries
- Procurement & Vendor Management
- Stakeholder Management
- Event Coordination
- Team Supervision
- Administrative Support
- Report Preparation
- Budget Administration
- Customer Service Excellence
- Records & Document Management
- Operations Administration
- School Administration
- Sports Administration
- Confidential Correspondence
- Process Improvement
- Microsoft Office 365

TECHNICAL SKILLS

Microsoft & Office Systems

- Microsoft Office 365
- Microsoft Word
- Microsoft Excel
- Pivot Tables
- VLOOKUP
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams

School Administration Systems

- iSAMS
- SA-SAMS
- EdAdmin
- Principal Primary
- D6 Communicator
- Sports Key

- IEB Online Registration
- GDE Online Registration

Accounting & Finance Systems

- Pastel Accounting
- QuickBooks Pro
- Fraxion
- SAPS Smart

Design & Marketing Tools

- Canva
- Adobe Photoshop
- Adobe Illustrator
- CorelDRAW
- Mailchimp

Travel & Reservation Systems

- Galileo
 - Amadeus
-

PROFESSIONAL EXPERIENCE

Signarama Alberton / Germiston

Client Account Specialist | Graphic Designer | Accounts Administrator

November 2025 – April 2026

Key Responsibilities

- Managed client accounts, sales administration, and customer service support.
- Designed marketing material, mock-ups, and branding concepts for clients.
- Captured supplier invoices and maintained accurate financial records.
- Coordinated procurement and purchasing of manufacturing materials.
- Maintained work orders, quotations, and supplier documentation.
- Assisted with warehouse coordination and operational support.
- Arranged travel and logistics for installation teams.

Key Achievements

- Supported smooth operational workflow between sales, accounts, and production teams.
- Improved supplier documentation management and administrative efficiency.

Reason for Leaving: Retrenched

St Stithians Girls' College

Sports Administrator

July 2023 – December 2024

Key Responsibilities

- Coordinated sports administration, fixtures, tournaments, and event logistics.
- Managed travel arrangements, accommodation, transport, and itineraries for sports teams.
- Processed payments and reconciliations using the Fraxion system.
- Prepared sports calendars, tournament schedules, and team communication.
- Coordinated vendor applications, SLAs, OLAs, and CSI documentation.
- Managed facility bookings using Sports Key.
- Liaised with coaches, teachers, schools, and external stakeholders.
- Assisted with event planning for Saints Fest and ISSF Festival.
- Managed incoming communications and parent queries professionally.
- Assisted with budgeting and allocation of spending for equipment, coaches, and team travel.

Key Achievements

- Implemented an inventory tracking system that improved asset management and reduced losses.
- Assisted in improving operational coordination for school sports events and travel logistics.
- Supported successful execution of large-scale sporting festivals and tournaments.

Reason for Leaving: Temporary Contract Ended

Auckland Park Preparatory School

Executive Secretary

May 2021 – April 2022

Key Responsibilities

- Provided executive support to senior management and school leadership.
- Managed executive calendars, meetings, travel arrangements, and correspondence.
- Prepared agendas, reports, presentations, and meeting minutes.
- Coordinated Department of Education submissions, surveys, and regulatory reporting.
- Managed learner registrations, examination administration, and data processing.
- Oversaw office administration, filing systems, procurement, and records management.
- Managed communication through D6 Communicator and email correspondence.
- Processed invoices, purchase orders, and supplier administration.
- Supported school operations, events, first aid, and health and safety administration.

Key Achievements

- Developed filing and document management systems that improved retrieval efficiency by 90%.
- Reduced paper waste through implementation of improved document processing systems.
- Improved office administration and workflow efficiency through process enhancements.

Reason for Leaving: Bereavement Resignation

Shree Bharat Sharda Mandir Independent School (SBSM)

Executive Secretary

February 2016 – August 2020

Key Responsibilities

- Managed school administration, learner registrations, and attendance records.
- Prepared meeting agendas and minutes for the Advisory Council.
- Managed communication with parents, staff, and the Department of Education.
- Coordinated learner registrations, entrance examinations, and examination administration.
- Assisted with timetabling, subject allocations, and school reporting.
- Managed school events, fundraisers, awards evenings, and presentations.
- Processed invoices, receipts, and financial administration tasks.
- Supported the Headmaster and Deputy Headmaster with executive administration.

Key Achievements

- Successfully coordinated school administrative functions across Grade 000–12.
- Maintained accurate reporting and compliance submissions to educational authorities.

Reason for Leaving: Career Growth Opportunity

World of Vacations

Tour Consultant

October 2011 – December 2015

Key Responsibilities

- Prepared travel quotations, itineraries, and tour packages for international clients.
- Coordinated accommodation, transport, guides, and travel logistics.
- Managed supplier payments, client accounts, and banking administration.
- Maintained excellent customer service throughout travel operations.
- Coordinated travel arrangements for group and FIT travel.

Key Achievements

- Managed Gulf and Indian travel markets successfully.
- Delivered efficient travel coordination and operational support.

Reason for Leaving: Better Career Opportunity

Fintech Financial Services

Office Manager

August 2000 – September 2010

Key Responsibilities

- Managed office operations, diary management, and administrative support.
- Supervised a team of five staff members.
- Coordinated client liaison, accounts administration, and insurance sales support.
- Managed banking, filing systems, appointments, and office communication.
- Conducted Microsoft Office and Pastel Accounting training.
- Supported sales and marketing activities for insurance and financial products.

Key Achievements

- Successfully managed daily office operations for a fast-paced financial services business.
- Provided staff training in Microsoft Office, accounting systems, and graphic design.

Reason for Leaving: Career Growth Opportunity

EDUCATION & CERTIFICATIONS

- Grade 12
 - Certified Microsoft Office
 - Pastel Trainer Practical Accounting
 - Discovery Life Accreditation
 - Sage Life Accreditation
-

ADDITIONAL INFORMATION

- South African Citizen
 - Available for administrative, executive assistant, office management, and operations coordination roles
 - Strong communication, organisational, and stakeholder management skills
-

REFERENCES

Available on request