



CONTACT

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SUMMARY

Enthusiastic with a good grasp of financial, customer service, and administrative requirements. Friendly and motivated team player with a professional demeanor and superior attention to detail.

SKILLS

- Multi-line phone systems
- Human resources best practices
- Sorting packages
- Directing visitors
- Resolving discrepancies
- Data Entry
- Office equipment operations
- Multitasking and prioritization
- Coordinating program activities
- Organization and efficiency
- Office supply management
- Dedicated team player
- Invoicing and billing
- File maintenance
- Tech-savvy
- Administrative operations
- Substitute teacher coordination

Courses & Certification

- Retail Management
- Customer Service
- Human Resource Management
- Cyber Security Masterclass
- Psychology – Emotion and Motivation

Brendon Leggett-Kleynhans



EXPERIENCE AND PRACTICAL

Administration Assistant K&S Forklifts - Cape Town, South Africa
08/2022 - 01/2024

- Communicated with contractors and vendors to process orders, request maintenance services, and deliver instructions on behalf of office management.
- Managed information on company databases for different organizational activities to track history and safeguard accurate information.
- Supported staff with clerical tasks for well-maintained office administration.
- Answered phones and performed clerical office functions to address queries, concerns, and issues, escalating complaints to management.
- Directed incoming mail, interoffice messages, and packages to office recipients.
- Managed printer maintenance schedule and toner replenishment.
- Responded promptly to incoming phone calls and emails for prompt, professional correspondence.
- Organized and stored hardcopy files.
- Created and maintained spreadsheets using Excel.
- Restocked office supplies and submitted purchase orders into the system.
- Identified depleted items, requested supplies, and submitted purchase orders to maintain good stock levels.
- Booked and coordinated equipment maintenance to meet operational needs.

Early Childhood Practitioner Bardale Village Educare - Cape Town, South Africa
01/2015 - 12/2015

- Monitored and recorded children's development, including behaviour and learning, daily for reporting to parents.
- Developed positive parent partnerships by communicating regular updates on the child's progress.
- Ensured smooth day-to-day Running of the nursery by adhering to relevant policies and procedures.
- Kept nursery clean and sanitary through regular deep cleans, keeping in line with Educare's regulations.
- Planned and delivered stimulating activities for children inside and outdoors to enhance development and well-being.
- Built positive relationships with children, parents, and staff by providing a friendly, polite, and proactive attitude throughout interactions.
- Collaborated with colleagues to prepare and plan activities to provide children with the best start in life.
- Maintained extensive children's relationships by going the extra mile to assist needs and providing attentive support.
- Greeted parents and responded to inquiries to provide information regarding childcare programs.
- Prepared healthy meals and snacks to feed children during lunch and afternoon breaks.
- Informed manager regarding issues and concerns of parents and children to discuss steps in addressing problems.
- Assisted in developing children's abilities in core subjects by creating educational and exciting activities.
- Wrote and submitted written reports to parents to inform the progress and development of children.
- Attended staff meetings to gather more information and updates.
- Safeguarded records of learning and development of children to monitor progress and growth.
- Observed children to monitor and report unusual behaviour or concerns.

Administrative Executive Travtrust Investments - Cape Town, South Africa

- TEFL
- 80-hour Transcription 101 Training

03/2009 - 10/2010

- Prioritized effectively to complete various administration tasks within strict business timeframes.
- Supported senior management in devising and implementing strategies to improve business efficiency, performance, and success.
- Used outstanding planning and organizational skills to effectively manage calendars with competing demands.
- Trained and mentored junior administrative staff, enabling reliable, efficient back-of-house operations.
- Networked effectively with Executive Assistants and PAs, gaining broader business insight and increasing external support opportunities.
- Recorded and followed up on meeting actions, enabling timely resolution for continued progress and milestone delivery.
- Maintained manual and electronic filing and information systems, ensuring readily available and accurate data.
- Answered calls and emails efficiently, recording accurate messages and swiftly following up on inquiries.
- Worked as part of an administrative team, identifying and suggesting improvements to internal administration processes and systems.

Director Travelicious Getaways - Cape Town, South Africa
05/2021 - I currently work here

- Managed daily operations by overseeing financials, Key Performance Indicators (KPIs), and employee performance.
- Determined performance goals, providing crucial feedback on methods to reach milestones.
- Leveraged network to secure new clients and partnership opportunities.
- Managed client relationships to boost retention and maximize revenue.
- Negotiated with suppliers to reduce costs and secure stable stock levels.
- Designed marketing strategy to effectively identify and convert leads.



EDUCATION

Certificate of Higher Education: Early Childhood Development
College of Cape Town - Cape Town South africa, 01/2015 - 12/2015