



NOLENE MATHEBULA

SENIOR EXECUTIVE ASSISTANT



INTERESTS/ ACHIEVEMENTS

- Reiki Master
- Degree in Theology
- Christian Counselor
- Massage Therapist
- Community Builder

SKILLS

- Interpersonal Skills
- Leaderships Skills
- Coaching & Mentoring
- Attention to detail
- Analytical Thinking
- Team Player
- Computer & Applications: MS Outlook, Chrome, MS Excel, MS Word, MS Powerpoint, JDA Allocations, DAP Planning, BuyPlan, AIM Planning, Retek, Oracle-MFP, Pivot Tables, Ukusa, EP Planning, QlikSense, PowerBI, Just Enough Forecasting & Order raising



PROFILE

I am an ambitious, self-motivated and goal driven individual that finds joy in converting my businesses into great success. Within the Planning Portfolio, I started as an Assistant Planner in 2011 and have developed my Planning career for the past 12 years with extensive experience and knowledge in this profession. I have been in the forefront of making sound business decisions with the aim of achieving long term profitability. I have also developed excellent professional relationships with relevant stakeholders and business partners. My positions have allowed me to reap immense benefits from team work, where each member is valued, feels inspired and know that no goal was impossible to achieve.



WORK EXPERIENCE

Virtual Assistant | Tyck Limited

Apr 2025 - present

Clients: Dynelectro, MeterZ, LMRE, Forge Genetics

- Provide high-level executive and operational support to senior leadership, including complex calendar management, travel coordination, and preparation of reports, presentations, and key documentation.
- Act as a central point of contact between executives, internal teams, and external stakeholders, ensuring effective communication and alignment of priorities.
- Manage day-to-day business operations and administrative workflows, implementing systems and processes to improve efficiency and organisation.
- Coordinate meetings, board sessions, and company events, including agenda preparation, minute-taking, and tracking of action items.
- Manage executive inboxes, correspondence, and confidential documentation with a high level of discretion and professionalism.
- Support financial administration using Xero, including invoice processing, expense tracking, reconciliation support, and coordination with accountants or finance teams.
- Assist with budgeting support, financial reporting preparation, and maintaining organised financial records.
- Contribute to operational projects and cross-team initiatives, helping ensure deadlines, deliverables, and business objectives were met.

EDUCATION

Fred Norman Secondary School 1997- 2001

Matriculated top student in the district. Great results in Mathematics, Languages and Business Economics.

University of Witwatersrand 2002 – 2004

Completed Degree in Bachelor of Commerce

A+ Computational Maths

A+ Stats

Management Accounting, Tax, Economics, Commercial Law, Economics, Accounting



Ackermans Senior Planner

2022–2024

Toddler Girls, Newborn Essentials, Toddler Accessories
OTB Management, Building seasonal strategy, Trend Forecasting, Managing Inflow Risks, Liaising with Suppliers and Business partners on opportunities and business growth potential, Stock Management. Competitor Analysis- Store Visits, Assortment Building with Buying Team, Allocation Strategy with Store Planner, Weekly Trade Meetings.

TFG (Jet Division) Senior Planner

2020–2022

Boys Footwear, Boys Smalls & Accessories, Boys Sleepwear
Weekly Trade Analysis, Post seasonal Analysis, Assortment Planning with Buying Team, Allocation Strategies with Store Planner, Building Strategy with Team, Sales and inflow forecasting, Promotional data loading and tracking, Store Visits with VM input on relevant products.

Edcon Assistant Planner into Product Planner

2011–2020

Girls Sleepwear & Smalls, Ladies Intimate wear, Sleepwear, Ladies Accessories, Ladies Footwear, Men's Footwear, Mens Casual Wear, Boys Footwear
Store Analysis & Reporting. Allocation Strategy, Raising Orders, Sharing updated forecasts with Supplier, Weekly Trade Meetings, Store Visits & Competitor Analysis, Order Approvals, Shipping & Order delivery tracking, Sales Forecasts, Product selections for Upcoming campaigns, Campaign Tracking & Reporting, Testing Strategy, Assortment building with Buying Team, Post seasonal Analysis.