



PERSONAL DETAILS

Date of Birth: 15 November 1991
 Languages: English (Excellent); Afrikaans (Fair), Chinese (basic)
 Years Experience: 10 years
 Countries worked in: South Africa, China

CONTACT INFO

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ACADEMIC BACKGROUND

- BSc Commerce, University of the Western Cape, South Africa, 2010-2014
- Diploma: Nutrition, The Blackford Centre for Nutrition, China, 2017
- TEFL certificate, 120 hours, South Africa, 2017
- Excel- Intermediate and Advanced (ASOP), South Africa, 2016
- TKT (Teacher knowledge testing) – Young Learners and Level 1, Cambridge University, 2018
- HSK Level 1 (Chinese language), China, 2018

FIELD OF SPECIALISATION

Kelly Mehl is a General Administrative Assistant at PDG, holding a Bachelor of Commerce degree which focussed on HR, information systems, finance, and general business concepts, coupled with over five years of experience in teaching and account management. Her experience in teaching and account management has honed her multitasking abilities, attention to detail, and problem-solving skills in admin-intensive environments.

WORK EXPERIENCE

Jul 24 – present

PDG, Cape Town, South Africa
 General Administrative Assistant

Oct23 – present

easy IELTS Training Centre, Cape Town, South Africa
 English Teacher

Aug23 – Jun 24

VivaLing Language Centre, Cape Town, South Africa

English Teacher

KEY RESPONSIBILITIES

General Administrative Assistant:

- Manage calendars, schedule meetings, and coordinate appointments.
- Handle incoming calls, emails, and correspondence.
- Maintain accurate records and files.
- Assist with office supplies, procurement and inventory management.
- Assist with preparation of reports, presentations, and documents.
- Assist with travel bookings.
- Compiling, reconciling and processing of finance source documents.
- Assist with general finance tasks.
- Assist with general operational tasks.
- Assist with general HR tasks.
- Collaborate with other departments to streamline processes.
- Provide general administrative support as needed.