

Ivan du Plessis

Virtual Assistant / Operations Support | 📍 Southeast Asia-based | Open to APAC & EMEA Time Zone Roles
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Hi Hiring Team,

I'm Ivan du Plessis — a Virtual Assistant and Operations Support professional with extensive experience helping businesses, from family-run operations to digital agencies, manage operations, customer communications, and marketing systems smoothly and efficiently.

I handle email, chat, calendar management, appointment scheduling, CRM administration, and workflow optimization with speed, accuracy, and proactivity — keeping clients and teams productive while ensuring operations run without a hitch. I also create SOPs, process documentation, and automation workflows that reduce errors and improve efficiency.

You can view my portfolio and real examples of my work here:

👉 ivantraining.com/virtual-assistant-resume/

I'd welcome the opportunity to support your team and contribute from day one. I'm available to start immediately.

Thank you for your time,
Ivan du Plessis

