

KADYN KEANU REDDY

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📍 130 welbedacht roa
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I am a motivated, hardworking, and dependable professional with a positive attitude and a strong commitment to delivering high-quality work. I take pride in being organised, adaptable, and eager to learn, with the ability to build positive relationships with both colleagues and customers. My experience as an Optical Assistant, combined with my additional HR responsibilities, has strengthened my communication, problem-solving, and administrative skills. I am ambitious and driven to continuously develop my knowledge, take on new challenges, and grow within a professional environment. My goal is to build a successful career where I can contribute to an organisation's success while expanding my skills and advancing into greater leadership and management responsibilities.

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EXPERIENCE

Forsight eye care

1/04/2025 - Present

Optical Assistant/Hr manager

Optical Assistant/Hr Manager

Key Responsibilities

- Assist patients with selecting frames and lenses based on their prescriptions and lifestyle needs.
- Conduct pre-screening assessments, including visual acuity and other preliminary eye tests.
- Perform frame fittings, adjustments, repairs, and ensure optimal comfort for patients.
- Process and manage patient orders from placement through to collection.
- Prepare and issue invoices, process payments, and perform general administrative duties.
- Provide excellent customer service while managing appointments and maintaining accurate patient records.
- Conduct regular stock takes and monitor inventory levels.
- Order and purchase stock from suppliers to maintain adequate inventory.
- Ensure displays are well presented and products are correctly merchandised.
- Achieve sales targets by recommending suitable eyewear, lenses, and optical products based on patients' needs.

Good communication and people skills.

Teamwork and basic leadership.

Organised and able to manage multiple tasks.

Problem-solving and decision-making.

Basic knowledge of labour laws and HR practices.

Professional, trustworthy, and able to handle confidential information.

Smart office

01/06/2023 - 01/07/2024

Printer technician

Key Responsibilities

- Diagnosed, repaired, and maintained a wide range of printers and office equipment.
- Installed, configured, and programmed printers for individual users and business networks.
- Performed printer assessments and fault-finding to identify technical issues.
- Conducted preventative maintenance to ensure optimal printer performance.
- Installed and updated printer drivers, software, and firmware.
- Assisted customers with printer setup, troubleshooting, and technical support.
- Performed regular stock takes and monitored inventory of parts and consumables.
- Maintained service records and completed administrative documentation.
- Managed repair jobs from assessment through to testing and final handover.
- Ensured repaired printers met quality standards before being returned to customers.
- Delivered excellent customer service while meeting repair deadlines and company standards.

EDUCATION

Mancosa

2025

Higher certificate of information technology

Higher certificate

SKILLS

Communication

Microsoft excel

Microsoft word

Team work

Customer service

Sales

Problem solving