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- Data capturing, filling, taking minutes,
- Develop and maintain a filling system
- Scanning documents, emailing documents
- Plan meeting and take detail minutes

Working period	nuo 2021.01 iki 2022.12
Company name	thekwini tvet ollege
You were working at:	Administrators
Occupation	admin assistant
What you did at this job position?	<ul style="list-style-type: none"> □ Handling administrative requests and queries from senior managers □ Write and distribute email, correspondence memos, letters, faxes and forms □ Assist in the preparation of regularly scheduled reports □ Develop and maintain a filing system □ Update and maintain office policies and procedures □ Provide general support to visitors

Education

Educational period	nuo 2018.01 iki 2019.12
Degree	Certificate
Educational institution	thekwini tvet college
Educational qualification	n6 public management
I could work	administration, clerk, switch board operator, data capture.

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiZulu	very good	very good	very good

Computer knowledge

- Proficiency in MS OFFICE (MS Excel, MS PowerPoint, MS word, and Outlook in particular)

Recommendations

Contact person	Ms. R Narain
Occupation	supervisor
Company	thekwini tvet college
Telephone number	031 250 8200
Contact person	mr mathenjwa
Occupation	principal
Company	khulangolwazi primary school
Telephone number	076 8373 709

Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	4500 R per month