



Lindiwe Beatrice Matshabela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing to express my sincere interest in the Administration position at your company. With my extensive experience and strong commitment to efficient operations, I am confident that my skills and qualifications align perfectly with the requirements of the role.

Throughout my 14years of experience in various administrative roles, I have developed a comprehensive skill set that encompasses office management, scheduling, correspondence handling, and customer service. I am highly proficient in a wide range of administrative tasks, including document preparation, data management, and record keeping.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

Contacts and general information about me

Day of birth	1978-01-13 (47 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	Information is available only for registered users. Sign in
Email address	Information is available only for registered users. Sign in

Work experience

Working period	nuo 2008.10 iki 2022.11
Company name	Motus Technical Academy
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	<p>-Provide administration support to the management team including managing year planner, calenders, scheduling appointments and organizing meetings -Create and maintain accurate files and records, ensure that all documents are up-to-date and compliance with company policies. -Communicate with customers/clients and vendors ,handling queries/ inquiries and resolve issues in a timely and efficient manner. -Utilize Microsoft Office, Excel and LMS to upload documents, create spreadsheets, update the training schedule -Ordering and controlling stationery, grocery, learner's files, books and learning materials -Arranging or booking accommodation for the learners coming from outside Johannesburg -Handling switchboard or reception incoming calls -Attending to incoming visitors or clients -Filling, typing, bookkeeping and binding -Attend staff meetings and taking the minutes. -Arranging quotations and following up on the payments -General Admin duties -Creating and booking weekly training schedule and communicating them to the employers or dealerships</p>

Education

Educational period	nuo 1999.01 iki 2002.11
Degree	Diploma
Educational institution	Bethlehem College
Educational qualification	Human Resources Management
I could work	yes

Languages

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

Computer knowledge

Microsoft word

Excel

Date base

Outlook

Conferences, seminars

Arranging meetings and venues

Recommendations

Contact person	Zoe burto
Occupation	Business Development Manager
Company	Motus Technical Academy
Telephone number	0725648761
Email address	Zoeburton@vonb.co.za

Additional information

Your hobbies	Reading magazines, singing and dancing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-06-00 (20 years)
Salary you wish	13000 R per month
How much do you earn now	12000 R per month