



Boichoko Seitlheko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

handling petty cash, or processing reimbursements.

Budgeting and financial reporting: Helping prepare financial reports, or tracking budgetary spending.

8. Event and Travel Coordination

Planning events: Coordinating internal or external events like team meetings, conferences, or company events.

Booking travel arrangements: Making flight, hotel, and transportation arrangements for executives or team members.

9. Problem-Solving

Troubleshooting office issues: Addressing any issues that arise in the office, from equipment malfunctions to resolving logistical challenges.

Preferred work location Bloemfontein
Free State

Contacts and general information about me

I am looking for an administrative job. My strong and positive points include but are not limited to:

Day of birth

1999-09-15 (20 years old)

1. Office Management

Gender

Female

Organizing and maintaining office supplies: Keeping track of inventory and placing orders for necessary items.

Residential location

Bloemfontein
Free State

Telephone number

Information is available only for registered users.

Managing office space: Ensuring the workspace is clean, organized, and conducive to productivity.

[Sign in](#)

2. Communication

Email address

Information is available only for registered users.

Handling phone calls and emails: Responding to inquiries, forwarding messages, and handling

[Sign in](#)

communications on behalf of managers or teams.

Additional information

Scheduling appointments and meetings: Coordinating calendars, making travel arrangements, and booking meeting rooms.

Salary you wish

R9000 R per month

How much do you earn now

R7500 R per month

3. Document Management

Filing and record-keeping: Organizing both physical and electronic files to ensure easy retrieval of documents.

Preparing reports and presentations: Assisting in the creation of internal documents, reports, or presentations for meetings.

4. Data Entry and Management

Entering and updating data: Inputting data into spreadsheets, databases, or management systems.

Maintaining records: Keeping track of important information such as expenses, customer data, or employee schedules.

5. Support for Senior Staff

Assisting managers and executives: Helping with tasks such as project coordination, preparing materials for meetings, or managing follow-ups.

Handling confidential information: Managing sensitive or confidential documents and information with discretion.

6. Customer Service

Interacting with clients: Responding to customer inquiries, scheduling appointments, or directing clients to the appropriate department.

7. Financial Support