



Zama Pearl Jele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Looking for Administration Clerk position, I am well presented with exceptional strong interpersonal skills to relate to students, academic staff, senior managers in other areas of education administration, practical knowledge on administration and planning, efficient office administrator with 4 years' experience, ensure that everything behind the scenes of a successful organization is running smoothly. I can manage reception area by clearing traffic flow within the reception area. Answer, screen and transfer calls to relevant people. Manage the diary of the Campus Manager. Compile notice of meetings, take minutes and do logistics for Management Meetings. Answering and sending e-mail enquiries. Arrange venues and refreshments for meetings. Arranging couriers, sorting and distributing post. Able to operate a switch board telephone. Dealing with clients on floor and telephonically. Making copies using different machines. e.g. Xerox machine, Fax, Scan documents and sending/receiving emails. Making use that machines have suitable level of inks, chemicals and tones. Supplying print materials to the machine. Finishing copied items, binding and laminating of students cards. Checking meter reading for machine. Monitoring the process of the copying run. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate and up to date. Possessing extensive knowledge of: electronic data management systems and electronic filing systems.

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Data Capture

Administrative jobs

Receptionist

Administrative jobs

Lecturer

Teaching jobs

Preferred work location

Durban City

KwaZulu-Natal

Newcastle

KwaZulu-Natal

Pietermaritzburg

KwaZulu-Natal

Kokstad
KwaZulu-Natal

Johannesburg
Gauteng

Ladysmith
KwaZulu-Natal

Contacts and general information about me

Day of birth	1985-10-16 (40 years old)
Gender	Female
Residential location	Newcastle KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2013.10 iki 2018.03
Company name	Majuba TVET College
You were working at:	Administrators
Occupation	Data Capturer
What you did at this job position?	Capturing of Test marks, ISAT marks, ICASS marks, Mark sheets, student attendance registers, lecturer's attendance and Supplementary exam marks on Coltech management system. Capturing of student enrolments and ensure accuracy of data. Making copies using different machines. e.g. Xerox machine, Fax, Scan documents and sending/receiving emails. Making use that machines have suitable level of inks, chemicals and tones. Supplying print materials to the machine. Finishing copied items, binding and laminating of students cards. Checking meter reading for machine. Monitoring the process of the copying run. Manage reception area by clearing traffic flow within the reception area. Answer, screen and transfer calls to relevant people. Manage the diary of the Campus Manager. Compile notice of meetings, take minutes and do logistics for Management Meetings. Answering and sending e-mail enquiries. Arrange venues and refreshments for meetings. Arranging couriers, sorting and distributing post.

Education

Educational period	nuo 2012.01 iki 2015.04
Degree	Diploma
Educational institution	Majuba TVET College
Educational qualification	National Diploma in Management Assistant
I could work	Admin department, Data Capturer, Reception, Stock and Assets, Student Affairs, Help Desk, Customer Care.

Languages

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

Computer knowledge

Ms Office Programs e.g. (Ms Word, Ms Excel, Ms Powerpoint, Ms Acces). Coltech System e.g. (Management System and student system).

Conferences, seminars

- Customer Care Workshop
- Coltech Management System workshop
- Student Portal workshop
- CAO workshop

Recommendations

Contact person Mrs T Lakhan
Occupation Head Of Department - Report 191
Company Majuba TVET College
Telephone number 0747684727 / 0343181206
Email address tanuja7109@gmail.com

Contact person Mrs KS Thwala
Occupation Senior Lecturer
Company Majuba TVET College
Telephone number 0605889810 / 0834943431
Email address khanyisilethwala@gmail.com

Additional information

Your hobbies Reading books
 Watching documentaries and reality shows
Salary you wish 12000 R per month
How much do you earn now 5000 R per month