



# Nokuthula Sangweni

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

A highly competent, motivated enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organised and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues.

Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problem. Working as part of a team. Responsible for day-to-day tasks and administrative duties of the office.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                   Johannesburg  
   Gauteng

NEWCASTLE  
KwaZulu-Natal

LADYSMITH  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1990-12-14 (33 years old)

Gender    Female

Residential location                          Johannesburg  
   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 2016.05 iki 2018.02**

Company name MAJUBA TVET COLLEGE

You were working at: Administrators

Occupation ADMIN ASSISTANT

What you did at this job position? • 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 • Solving registration queries e.g. Enrolments & use of coltech • Filling documents & capturing the student on coltech system • Printing progress reports and proof of registration • Compile student registers for staff • Solving clients queries • General office administration work • Organization of collections • Collecting diploma applications and certificates application forms • Typing proof of registration letters, confirmation letters and send it to be signed by the campus manager and the administration officer • Making copies using different machines • I can make back to back copies • Typing, emailing, scanning and faxing • Making use of office equipment daily 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 machines • Finishing copied items, binding and laminating of students cards • Checking meter reading for machine • Monitoring the process of the copying run.

Working period **nuo 2014.01 iki 2016.04**

Company name SIZANANI HIGH SCHOOL

You were working at: Administrators

Occupation ADMIN CLERK TRAINEE

What you did at this job position? • Maintain and manage school records in an organised manner • Maintain daily attendance record of learners in school • Answer and respond to learners inquiries regarding their attendance, fees and academics • Maintain regular contacts with parents and update them on their children progress • Assist teacher's with performing instructional material • Maintain and manage school premises and classrooms neat • Managing calendar • Typing/printing mailing labels and letters • Making school reports • Making copies, emailing, faxing and scanning • Capturing learners using SASAMS • Controlling petty cash • Managing nutrition file

**Education**

Educational period	<b>nuo 2012.07 iki 2017.02</b>
Degree	Diploma
Educational institution	MAJUBA TVET COLLEGE
Educational qualification	MANAGEMENT ASSISTANT
I could work	ADMINISTRATOR, ADMIN CLERK, DATA CAPTURE, REPROGRAPHICS, SUPERVISOR, FRONTDEST OPARETOR, RECEPTIONIST, STUDENT AFFAIRS

### Languages

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

### Computer knowledge

Microsoft Word  
 Microsoft Excel  
 Microsoft Access  
 Microsoft PowerPoint  
 Microsoft Publisher  
 Microsoft Outlook  
 internet

### Conferences, seminars

Majuba Tvet College

- Coltech (Student user) 2017 (June)

Humana People to People 2010 (November)

Basic Computer Certificate

Subjects: Typing, Introduction to Computer,  
 Ms Word, Ms Excel,

### Recommendations

Contact person	MRS KS THWALA
Occupation	HOD
Company	MAJUBA TVET COLLEGE
Telephone number	0343181206/0834943431
Email address	khanyisilethwala@gmail.com

Contact person	MRS SL ZULU
Occupation	ADMIN CLERK
Company	SIZANANI HIGH SCHOOL
Telephone number	083 769 5230

Contact person	Miss PB Dube
Occupation	Supervisor
Company	MAJUBA TVET COLLEGE
Telephone number	0343181026\0720210834
Email address	dubephatho@gmail.com

#### **Additional information**

Your hobbies	running, watching movies & reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-08-00 (6 years)
Salary you wish	12000 R per month
How much do you earn now	5500 R per month