



Olwethu Bada

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Exporting from TIER, ETR & WebDHIS onto Excel
Receiving deliveries on behalf of managers
Filtering data for to get needed information
Responsible for incoming and outgoing post
Assisting with creating graphs
Booking venues for meetings and workshops
Assisting coordinator to prepare for HAST reviews
Taking minutes for meetings
Assisting manager with data for monthly and quarterly
Helping managers with report writing
Assisting with mini tender process, sourcing quotations and processing sundry payments
Monitoring usage of budget allocated

Preferred occupation Sales administrator
Sales jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1994-12-22 (31 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](#)

Additional information

Salary you wish 3000 R per month
How much do you earn now 0.00 R per month