



# Leigh Cupido

Curriculum Vitae (CV)

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

I have a demonstrated history since 2015 working in the staffing and recruiting industry. I am skilled in Windows, Microsoft Office, teamwork, verbal and telephonic communication, and customer satisfaction, just to mention a few. I am a strong admin and technical support professional.

Listed here, are some of my current responsibilities:

- Office management, administration, and overall office support.
- Managing a team of 7 ladies which includes one in housekeeping has helped me work on leadership skills, I try and keep my team in good spirits, the environment animosity free and making sure everyone is proactive in their duties so we can see good results at the end of the day, ultimately it's a race in the recruiting process.
- I make sure work is prioritized, data captured correctly, manage reception and welcoming clients, managing switchboard and email management.
- For the past 10 months to current, I've been exposed to basic accounting duties using Sage Accounting, capturing and creating invoices for clients and suppliers.
- Lastly, the HR duties have been split up and my part includes training, not only in my team, but spot training if I notice someone isn't using the system correctly. Introducing new starters and taking them around the office, daily register and internal recruitment for almost 2 years, which includes diary management for 5-6 managers in various departments arranging meetings and monitoring boardroom schedules.

Preferred occupation

**Administrators**

Administrative jobs

**Data capturers**

Administrative jobs

**Secretaries**

Administrative jobs

**Personal assistant**

Administrative jobs

**Operations Clerk**

Administrative jobs

Preferred work location  
Cape Town  
Western Cape

Southern Suburbs  
Western Cape

### Contacts and general information about me

Day of birth 1992-01-30 (32 years old)

Gender Female

Residential location Cape Flats  
Western Cape

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 2015.03 iki dabar**

Company name PeopleSolved Consulting

You were working at: Administrators

Occupation Admin Team Lead /Office Manager

What you did at this job position? Lead a team of 7 ladies. Data capturing, reception and switchboard. Basic accounting. HR duties, employee register, recruitment and selection, employee committee and OHS committee.

### Education

Educational period **nuo 2016.02 iki 2018.05**

Degree Diploma

Educational institution UNISA

Educational qualification Office Management and Technology (on hold)

I could work HR, Office Manager, Office Assistant

### Languages

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

### Computer knowledge

Salesforce

Placement Partner

MS Word, Excel, Outlook, PowerPoint

**Additional information**

Sage Accounting

Driver licenses

B Light Vehicle  $\leq$  3,500kg

Google Chrome, IE, Edge

Driver license from

2016-10-00 (7 years)

Windows

Salary you wish

13500 R per month

Adobe Reader

How much do you earn now

11000 R per month