



# Tenda Thovhakale

Curriculum Vitae (CV)

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

Administration/Secretarial work

- Ability to work under pressure.
- Ability to produce quality of work.
- Ability to work with client at all level.
- Ability to work individual and in a team.
- Good telephone etiquette.
- Good communication both (verbal & written) skills.
- Good interpersonal relationship.
- Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook)
- Problem solving and analysis.
- Record keeping and document management.
- Customer care and service delivery, Leadership and mentoring skills.
- Good Planning, Organizing and Effective Time Management.
- Presentation skills, Facilitation skills.
- Knowledge of Public Service Act, Employment Equity Act, Labor Relation Act, Public.
- Knowledge of South African Constitution & understanding of Batho Pele Principle.

Preferred occupation

Secretaries  
Administrative jobs

Preferred work location

Pretoria / Tshwane  
Gauteng

Polokwane / Pietersburg  
Limpopo

Port Elizabeth  
Eastern Cape

## Contacts and general information about me

Day of birth 1993-03-30 (32 years old)

Gender Male

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 2018.10 iki 2020.04**

Company name

Department of Correctional Services

You were working at:

Secretaries

Occupation

Admin Secretary

What you did at this job position?

- Provide administrative support function.
- Handlings of telephone call and direct them to individuals.
- Organizing, preparing agenda and take/type minutes during the meetings.
- Provide information telephonically and through Emails.
- Compiling of reports, Letter and Memorandums.
- Handling of electronic diary for director and scheduling appointments for director's meeting
- Safe keeping of files and filing documents according to the filing system and alphabetical order.
- Handling of the incoming and outgoing submission and keeping their records.
- Administer the procurement process of the branch submit requests for the office equipment, stationery and furniture.
- Distributing the documents to different offices.
- Capturing Price Quotation and print CSD reports.
- Provide administrative support and secretarial to the branch.
- Render general office administration services to the branch.
- Assets administrative, assets disposal and assets verification.
- Handling of petty cash.

## Education

Educational period

**nuo 2016.01 iki 2019.11**

Degree

Certificate

Educational institution

Tshwane North TVET College

Educational qualification

N5

I could work

public and private institutions

## Languages

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

## Conferences, seminars

Computer literacy in MS Office

MS Office Word

MS Office Excel

MS PowerPoint

Outlook

### Additional information

Your hobbies	listening to radio (news) watching news
Driver licenses	None
Salary you wish	R12 000 R per month
How much do you earn now	R4 000 R per month