



Work experience

Working period	nuo 2019.11 iki 2020.05
Company name	Dark Fibre Africa (DFA)
You were working at:	Sales executive
Occupation	Executive Assistant
What you did at this job position?	<ul style="list-style-type: none"> • Coordinate and manage diaries for the relevant executives. • Schedule and reschedule appointments for internal and external stakeholders. • Set up teleconferencing and videoconferencing in good time. • Collate contacts list and update regularly. • Handle all ad-hoc queries when requested. • Take, type, and circulate minutes. • Coordinate and prepare presentations and similar documents. • Handle confidential correspondence and information. • Scan, email, make copies, sort, bind, and distribute copies of documents and presentations. • Order stationery for the Chief Sales and Marketing Officer and other executives within the division and keep stock available. • Maintain a filing system and keep it up to date. • Keep documents and important information in follow-up system to follow-up on time. • Type or compile letters/schedules/tables/reports/general. • Buy refreshments for the executive office and bar as required for functions, meetings, workshops • Collect information, and prepare and process documents for meetings. • Hand over documents on time to the Chief Sales and Marketing Officer and other executives within the division to enable them to prepare for meetings. • Arrange all travel, including flights, accommodation, vehicle hire, itineraries, foreign exchange, transfers, and meetings, for the Chief Sales and Marketing Officer and other executives within division. • Facilitate the approval process for monthly invoices from contractors and liaise with Finance for payment. • Assist contractors to get the required IT support. • Assist contractors with boardroom bookings. • Print documents for contractor sessions. • Perform any other work-related duties and responsibilities that may be assigned from time-to-time by management.

Working period	nuo 2018.01 iki 2019.06
Company name	Council for Scientific and Industrial Research
You were working at:	Finance managers
Occupation	Executive Assistant to CFO
What you did at this job position?	<ul style="list-style-type: none"> • Project a professional image of the office to the CFO • Ensure appropriate communication and professional relationship is maintained with Executive Members, Board Members, Group Managers and External Stakeholders • Maintain effective and open communication with the CFO at all times • Prepare PowerPoint presentations for OpCO, EXCO, BOARD meetings (i.e. boardpad) etc. • Organise meetings with internal and external stakeholders. • Prepare agendas, meeting packs, take minutes, reports and distribute to all parties concerned • Make follow up and keep track of action list from meetings • Ensure that all office necessities / resources are available including proactively monitoring performance of all office equipment • Drafting and proof reading of professional business correspondence for the CFO timeously and ensuring high level of accuracy and quality • General management of documents filing (electronic and manual) to ensure easy access/retrieval and storage • Efficient processing of all electronic requests and approvals e.g. e-proc, workflow, HR worklists,etc • Efficient collection, handling and delivery of all external and confidential documents • Efficient and effective management of CFO diary and schedule of meetings (keep track of meetings and various appointments) • Appropriate prioritisation of work and follow up on delivery • Screening of all correspondence to the office and ensure proper prioritisation • Follow up on work planned and ensure adequate resources necessary are available • Brief CFO appropriately regarding agenda of meetings and keep track of actions allocated to CFO • Manage and coordinate all travel arrangements for the CFO - both overseas and local travels • Do approvals to generate POs on behalf of the CFO • Prioritise actions and outputs according to the GE's needs • Ensure that Board papers and Audit and Risk Committee (ARC) meeting documents are drafted in time and meet Board's and Audit and Risk Committee's quality standard • Maintain high level of confidentiality

Working period	nuo 2013.05 iki 2017.12
Company name	Council for Scientific and Industrial Research
You were working at:	Personal assistant
Occupation	Executive Assistant to Group Executive
What you did at this job position?	<ul style="list-style-type: none"> • Co-ordinate and follow-up with HR Management Bi-Weekly and HR Staff quarterly meetings • Effective diary management • Assist with in the CEO Excellence Awards and Group Executive Excellence Awards • Track and record key HR project • Prepare and submit OpCo packs • Ensure appropriate communication is maintained between Executive, Board members, Group Managers and external stakeholders • Project a professional image of the office to other Group Executives, Executive Directors, • Board members, Group Managers and Stakeholders • Maintain effective and open communication between Group Executive and the Management team at all times • Prepare PowerPoint presentations for OPCO, EXCO, BOARD meetings (ensure it's accessible on boardpad) • Organise meetings with internal and external stakeholders. • Assist with organizing and managing corporate events, arrange catering and logistics. • Prepare agendas, meeting packs, take minutes, reports and distribute to all parties concerned • Make follow up and keep track of action list from meetings • Ensure that all office necessities / resources are available including proactively monitoring performance of all office equipment • Drafting and proof reading of professional business correspondence for the GE timeously and ensuring high level of accuracy and quality • General management of documents filing (electronic and manual) to ensure easy access/retrieval and storage • Efficient processing of all electronic requests and approvals e.g. e-proc, workflow, HR worklists,etc • Efficient collection, handling and delivery of all external and confidential documents • Efficient and effective management of GE diary and schedule of meetings (keep track of meetings and various appointments) • Appropriate prioritisation of work and follow up on delivery • Screening of all correspondence to the office and ensure proper prioritisation • Follow up on work planned and ensure adequate resources necessary are available • Brief GE appropriately regarding agenda of meetings and keep track of actions allocated to GE • Manage and coordinate all travel arrangements for the GE - both overseas and local travels • Run personal errands for the GE • Do approvals to generate POs on behalf of the GE • Prioritise actions and outputs according to the GE's needs • Assist the GE in managing the leave • Ensure that Board papers are drafted in time and meet Board's quality standard • Maintain high level of confidentiality

Working period	nuo 2010.12 iki 2012.03
Company name	Council for Scientific and Industrial Research
Occupation	Group Assistant
What you did at this job position?	<ul style="list-style-type: none"> • Manage and maintain EBAS Manager's diary (schedule appointments, planning manager's day accordingly, conduct daily diary meetings with the Manager to discuss upcoming engagements, invitations and other requests) • Filter emails, highlight urgent correspondence and print attachments when necessary • Screen incoming calls (taking and relaying telephonic messages) and making calls on behalf of the Manager • Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Manager (which includes not less than formatting, compiling and distribution of documents accordingly) • Prepare correspondence on behalf of the Manager, including drafting of general replies • Take minutes as required and prepare agendas for meetings for the EBAS team • Coordinate meetings (e.g. EBAS team leaders meetings, one-on-one meeting between suppliers and EBAS Manager, and EBAS events and organize all other requirements (i.e. refreshments/catering, venue bookings, accommodation, transport) • Keep and retrieve files physical and/or electronic for the EBAS unit • Ensure guests meetings with the Manager are well taken care of (i.e. receiving, chaperoning visitors and supply refreshments) • Order and manage office supplies (e.g. stationery and other office equipment) • Maintain high level of confidentiality • Provide administrative services (which includes not less than receiving supplier (contractor) invoices and raise requisition/s on eProcure-to-pay for payment purposes and preparing supplier service contracts • Provide other secretarial duties to the ICT EBAS team

Education

Educational period	nuo 1995.01 iki 1995.12
Degree	Grade 12 / Matric
Educational institution	Albini Girls High School
Educational qualification	Matric Certificate

Languages

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

Computer knowledge

Outlook

Oracle

eProcure

Internet

Full MS package

Conferences, seminars

Excel

Certificate in Project Management 1 and 2

Word

Powerpoint

Additional information

Publisher

Driver licenses

B Light Vehicle \leq 3,500kg

Salary you wish

30000 R per month

How much do you earn now

26000 R per month