**EMAIL: -**

snokubongamdletshe7@gmail.com

**MOBILE: -** 066 116 2983

**LOCA TION**

291 Surrey Ave,



Ferndale, Randburg, 2904 **Londiwe Mdletshe**

I am an initiative-taking graduate whose eagered to learn and be an asset to your company under your supervision. I am eagered to grow and diversify my career experience using any opportunity presented. I plan to bring a strong work ethic, excellent cooperation, integrity, and a positive attitude to any opportunity presented. I am quick at learning new concepts, I pay attention to details, I work well under pressure, I am a team player and I believe in communicating ideas clearly and effectively.

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| --- | --- |
| **Personal Profile**  **Nationality** South African  **Gender**  Female | **Educational Qualifications**    2022 **National Diploma: Law Enforcement**  Nelson Mandela University (NMU)-South Campus      2020 **Higher Certificate: Criminal Justice**  Nelson Mandela University (NMU)-South Campus |
| **Date of Birth** 26 August 1994    **Civil Status**  Single    **Criminal Record**  None  **Languages**  English, IsiXhosa, Setswana  & IsiZulu      **Skills**   * Microsoft Office 365 * Communication Skills * Administrative Skills * Research skills | 2012 **Grade 12, National Senior Certificate**  Sizakahle JS    **Key Skills & Competencies**     * Ability to lead and motivate other team members to achieve business goals through clear communication and an empowered management style. * Excellent written and verbal communication skills, including dealing with reports and giving formal presentations * Strong capability in managing operations or projects supported by the ability to identify, develop and implement best standards. * Multitasking and meeting deadlines. * Always maintains a positive and consummately professional conduct, with ability to instill the trust and engagement of others. * Strong fundraising and marketing skills. ▪ Flexible individual who understands ▪ Duties sometimes change unexpectedly. |

**Other Skills**

* Customer services
* Multitasking
* Communication skills
* Time Management
* Attention to details
* Adaptability

 Team work

# Office Skills

* Policy adherence
* Managing conflict
* Safety awareness
* Stress tolerance
* Microsoft suite ( word, Excel, PowerPoint, outlook)
* Familiar with documents management system
* Familiarity with databases and client systems
* Understanding of billing processes and legal billing software

**Work Experience**

## Office administrator

*Nelson Mandela University*

*January 2020 – December*

*2023*

## Head of House Committee

Nelson Mandela University

January 2021 – December 2021

## Residence Manager’s Assistant

Nelson Mandela University

January 2022 – December

2023

**Major Duties**

* Assist in interviewing colleagues for vacant posts.
* Data analysis, data capturing
* Investigate and participate in the investigation of complaints against personnel.
* Over see bio matrix machineries in the building and security personnel performance.
* Perform administrative duties filling and signing in tenants on the system .
* Writing, editing, proof reading and compiling reports for service providers.
* Establish and maintain clear communication between the university and service providers.
* Invoicing ,billing and procurement
* Accounts management
* Leadership ( liaison officer) – ensuring welfare of the tenants, service providers and the university.

**References**

### **Miss Ayanda Mlatsha** - Supervisor / Lecturer

### Email: ayandamlatsha@mandela.ac.za

**Mrs Molly Reed**- Manager

Tell: +27 41 585 4863

**Kananelo Khoboli** – Accounts Clerk

### Tell: +27 41 585 4943