**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.

|  |  |
| --- | --- |
| **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