

	MAPULA VICTORIA MOTSINONI
	SENIOR PROJECT ADMINISTRATOR

PERSONAL DETAILS

Full Names	Mapula Victoria Motsinoni
ID Number	9503201010083
Marital Status & Dependents	Single, 1 Dependent
Drivers Licence	Code C Drivers Licence
Languages	English Sepedi Setswana
Home Address	Thatch Hill Estate, Centurion 0187
Contact Number	076 120 8652
Email	mapulemotsinoni95@gmail.com

EDUCATIONAL HISTORY

High School	Kwena Molapo Comprehensive High
Qualification	Matriculated
Completed in	2013

SHORT COURSES AND TRAINING

Professional TEFL Certificate

SpecCon Holdings

Business Administration course NQF 3

Certificate in IT Business Analysis NQF 6 in progress

Certificate in Sales

Alison

Diploma in Business Administration in progress

Diploma in Care Giving

Damelin College

Fomo Fundamentals of Microsoft Office

Cornerstone College

Call Centre Training

Various Institutions

Microsoft Office

Microsoft Word

Outlook

PowerPoint

Excel

Questioning and Listening Skills

Effective Ways to Negotiate

Call Centre Trends

PROFESSIONAL BRIEF

- A motivated and dedicated individual with the ability to take initiative, complete tasks promptly and yet still pay attention to detail.
- Excellent office and project administration skills developed over my years at Metrum Project Management. The fast-paced environment requires the ability to work quickly and accurately under pressure.
- Articulate, easy-going, friendly, expressive and approachable. I handle pressurised working environments extremely well, and I am quick to develop good working relationships with management and staff alike.

KEY SKILLS

- Office Administration / Switchboard Operator
- Project Administration
- Personal Assistance
- Project Coordinator
- Sales Assistance
- Payroll Admin Assistance
- Teacher's Assistance
- Good computer literacy in Microsoft Word and Excel.
- Excellent people and communication skills.
- Ability to move between various tasks and maintain accuracy.
- Switchboard/Receptionist
- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing databases and filing systems
- Keep the project calendar up to date.
- Monthly payments to contractors
- Typing directors confidential meeting minutes
- Keep track of budgets and project expenditures.

EMPLOYMENT HISTORY

TOTAL NUMBER OF EXPERIENCE 8 Years

Name of Company Metrum Project Management (Professional Consultants
in Construction Industry)

Date February 2017 to date

Position Held Office and Project Administrator

- Monitoring, administering and typing large volumes of contract correspondence
- Data Capturing of client's invoices
- Direct handling of confidential information
- Liaising with staff, suppliers and clients
- Changing employee bank records when necessary to process payments accurately
- Initiating direct deposits
- Collaborating with the human resources department to maintain employee data
- Monitoring a reporting manager's email and responding if required.
- Implementing and maintaining procedures/administrative systems

- managing diaries and organising meetings and appointments, often controlling access to the manager/executive
- Run errands as requested
- Administration and preparation of monthly financial claims
- Scheduling and setting meetings via Microsoft Teams and Outlook
- Typing dictated minutes and general correspondence
- Conducting or preparing any research that the reporting manager may require
- Collecting, organizing, and storing information using computers and filing systems.
- Preparing communications on behalf of a manager
- Reception, filing and general office duties

Name of Company The Deli – Steyn City Estate
Date January 2015 to January 2017
Position Held Assistant, Administrator and Junior Chef

- Correspondence and general admin
- Sales Assistance
- Reception duties and orders
- Write and edit documents from letters to reports and instructional documents
- Junior chef duties

Reason for Leaving New career opportunity

Name of Company Spar Broadacres
Date June 2013 to December 2014
Position Held Receptionist / Front of House

- Reception duties
- Sales Assistance
- Data capturing
- Filing
- Sorting and distributing post
- Booking meetings
- Keeping the reception area tidy.
- Floor assistant

Reason for Leaving New career opportunity

REFERENCES

Notice period 2 (Two) Weeks
Name Lara Reeves (Office Manager)
Contact Numbers 073 768 0271
Company Foreign EAL Teacher
Name Lee-Anne Makeen (Previous Manager)
Contact Number 083 785 6818 / + 614 3383 4648