

EXPERIENCE

Mancosa Management College

2004 - 2005

Secretary/Administrator

- Receive information and statistics from various section of the institution
- Provide admin duties to staff
- Perform basic admin duties, filing, faxing, emailing, recording minutes, scheduling appointments, etc.
- Composing of required letters and reports
- Ensure proper safekeeping of information
- Type's agendas for meetings
- Prepares meeting packages and distributes to Members at least two days prior to the meeting
- Attends, records and transcribes minutes of all Meetings
- Transcribes formats, inputs, edits, retrieves, copies and transmits correspondence, documents, data and graphics
- Word processes all manuscripts, letters, documents and proposals
- Records, date stamps and distributes all incoming mail
- Processes outgoing mail
- Compiles and maintain an up to date telephone directory of numbers and addresses
- Files all correspondence
- Updates the bulletin board by posting and removal of outdated materials
- Ensures the Administrative Offices, Reception Areas are kept clean and organized
- Provide computer skills to required individuals e.g. supervisors



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SKILLS

• I am a vibrant individual who has the ability to adapt well in new and demanding environments. • I have strong interpersonal and communication skills • I am able to work well under pressure, plan and prioritize my work. • With my knowledge acquired and leadership qualities I am sure that my expertise will be beneficial to your corporation in attaining its optimum. • I am willing to accept any part of learning or studying to be more beneficial and a better asset to your corporation. • I have excellent Interpersonal skills and ability to communicate at all levels From the above motivation given I do believe that I am a well suited candidate.

Edgars La -Lucia Mall

2005 - 2006

Sales Consultant /Administrator

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- Word processes all manuscripts, letters, documents and proposals
- Records, date stamps and distributes all incoming mail
- Processes outgoing mail
- Compiles and maintain an up to date telephone directory of numbers and addresses
- Files all correspondence
- Updates the bulletin board by posting and removal of outdated materials
- Ensures the Administrative Offices, Reception Areas are kept clean and organized
- Provide computer skills to required individuals e.g. supervisors
- Assist Customers on the floor
- Do daily stock take in the allocated area
- Ensure allocated area is set and neatly arranged at all times
- Assist in any Customer related issues/ service or goods

Medina Pharmacy

2006 - 2009

Pharmacist Assistant

- Type's agendas for meetings
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- Processes outgoing mail
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- Files all correspondence
- Updates the bulletin board by posting and removal of outdated materials
- Ensures the Administrative Offices, Reception Areas are kept clean and organized
- Provide computer skills to required individuals e.g. supervisors
- Assist Customers on the floor
- Do daily stock take in the allocated area
- Ensure allocated area is set and neatly arranged at all times
- Assist in any Customer related issues
- Advise customers on relevant items
- Do monthly stock take
- Order of required items
- Basic admin functions
- Checking of patient vitals
- Data Capturing

Sims BP Centre

2009 - 2014

Admin/Debtors/Creditors Clerk /Diesel Dispensing Supervisor

- Prepares meeting packages and distributes to Members at least two days prior to meetings
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- Word processes all manuscripts, letters, documents and proposals
- Records, date stamps and distributes all incoming mail
- Processes outgoing mail
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- Ensures the Administrative Offices, Reception Areas are kept clean and organized
- Provide computer skills to required individuals e.g. supervisors
- Balancing of debtors/ creditors journals
- Validating payments
- Clarification of statements for debtors/ consolidating of statements from creditors
- Recon of outstanding accounts
- Debt collection of all lost to follow up accounts as well as after 60 day payments
- Advanced Microsoft Excel
- Multitask and prioritise tasks effectively
- Promoted to Diesel Dispensing Manager
- Issue customers with invoices
- Collection of cash for current fill ups
- Recon and balancing of tally sheet for the day
- Verifying cash balancing with invoices issued
- Submission for management verification

Ignition Call Centre

2015 - 2016

QA Agent

- Receive inbound calls including transferred sales leads and calls from current and former customers
- Place outbound follow-up calls to sales leads and persuade potential customers
- Answer questions about the product details, the company, and issues with accounts
- Assist customers with any technical issues experienced with website and escalate appropriately.
- Perform basic account maintenance activities.
- Meet Quality Assurance Requirements and other key performance metrics

Preply

2023 - 2025

Online Teacher

- Developed and delivered engaging online English lessons for learners.
- Utilized online platforms and tools to facilitate interactive learning experiences.
- Provided constructive feedback and personalized learning plans to students.
- Created presentations and visuals to enhance learning experience and memory retention
- Motivated students to participate in online classroom to create engagement and retention

EDUCATION

Glenover Secondary

1999-2004

Bachelor's Pass

Matriculated

Tefl On The Beach

180 Hour Tefl/Tesol

Alpha Academy

2024-2025

Level 3 Admin, Secretarial & PA Diploma with Microsoft Office