

Ingrid Jennifer Kwalepe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

My duties as a secatary are as follows:

Answering calls, taking messages and handling.

Correspondence, maintaining diaries and arranging appointments,

general management, human resources and finances.

Typing, preparing and collating reports.

Filing, organising and servicing meetings (producing agendas and taking minutes) managing databases prioritising workloads.

Logging or processing bills or expenses.

Acting as a receptionist and/or meeting and greeting clients.

Organising and preparing agendas Ability to maintain statutory books,

including registers of members etc.

Experience of liaising with regulators, lawyers and auditors. Keeping on top of administrative requirements like insurance, rates etc.

Your involvement in share issues, mergers and takeovers. Able to be discreet when handling confidential information.

Your excellent written skills and command of English. Knowledge of managing the work of the company's registered office.

Ensuring the effective and efficient administration of the organisation.

Circulating agendas and supporting papers in good time. Willingness

to speak your mind and also listen to others. Knowledge or experience of business and committee procedures.

Preferred occupation Secretaries

Administrative jobs

Preferred work location Bloemfontein

Free State

Contacts and general information about me

Day of birth 1994-06-26 (30 years old)

Gender Female

Residential location Bloemfontein

Free State

Information is available only for registered users. Telephone number

Sign in

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