



# Ingrid Jennifer Kwalepe

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

My duties as a secretary 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

Telephone number

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Email address

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