



Nombulelo Tywetywe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Reconciliation of accounts payable invoices
- Processing invoices for approval
- Processing invoices for payment to suppliers
- Working closely with Finance Manager where role can expand – the more enthusiasm and knowledge shown, the more accounts payable/receivable work can be handed over

Preferred occupation
Job Summary

Data capturers
Administrative jobs

Preferred work location
• Welcoming/greeting, directing and offering refreshments to visitors
Cape Town
• Setting up the boardroom for meetings
Western Cape

- Cleaning/clearing the boardroom after meetings

Contacts and general information about me

• Co-ordinating meetings and organising catering
Day of birth 1974-06-03 (50 years old)
• Managing and maintaining the front reception area

Gender Female
• Managing and maintaining the balcony areas

Residential location Cape Town
• Handling the switchboard and directing calls to the relevant person
Western Cape

Telephone number
• Receiving, directing and relaying messages to the relevant person
Information is available only for registered users.

- Arranging courier deliveries that need to be sent from the office

Email address
• Ordering of and maintaining stationery and office supplies/consumables
Information is available only for registered users.

- Office supplier reconciliations and checking of invoices

Additional information

Salary you wish Administrative duties 17000 R per month

How much do you earn now? 15000 R per month
How much do you spend on transport and documents

- Schedule appointments
- Booking of flights and hotels and assisting with bookings for other offices
- Arranging corporate events – from hotel booking, menu selection, communication between relevant parties
- Maintaining and watering of plants and flowers in the office and on the balconies
- Maintaining and ensuring the kitchen and canteen area is clean at all times
- Managing and training Rent-A-Maid
- Ensuring knowledge of staff movement in and out of the office
- Monitoring visitor access and maintaining security awareness
- Maintaining hotel relationships and corporate rates
- Arranging of plumbers/electricians/suppliers should anything require fixing
- Maintaining leave approvals
- Arranging birthday celebrations
- Collecting post from the post office