



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
Cape Town
Western Cape

- Welcoming/greeting, directing and offering refreshments to visitors
- Setting up the boardroom for meetings
- 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

- Receiving, directing and relaying messages to the relevant person

Telephone number *Information is available only for registered users.*

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

Email address *Information is available only for registered users.*

- Ordering of and maintaining stationery and office supplies/consumables

- 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

- Prepare correspondence 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