



Micaela Titus

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am interested in the Administration Clerk position as advertised. The requirements closely match my educational background and past experience. Hereby, I have enclosed my resume to provide detailed information on my qualifications and skills for your review.

Throughout my past professional career as an intern, I have undertaken various important responsibilities with utmost sincerity. I have conducted general administration in support offices, prepared monthly training skills reports, coordinated with the HR and support team in order to ensure that the information collected are up to date. I acquired the following skills after completing my Internship.

Good interpersonal skills and communication skills.

Ability to maintain good client relationships.

Sound knowledge in the customer service development.

With an urge to work both independently and well, in a team; I am positioned to exceed your expectations. I would look forward to get an opportunity to meet with you. I thank you very much for your time and consideration.

Yours sincerely,

Micaela Titus

Preferred occupation	Data capturers Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1997-09-19 (27 years old)
Gender	Female
Residential location	Cape Town Western Cape

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

Working period

nuo 2019.09 iki 2021.08

Company name

City of Cape Town

You were working at:

Data capturers

Occupation

Graduate student

What you did at this job position?

1. Supervise and render general support services • Performing the line function of recording ,organising, storing,capturing of data. • Type basic letters, e-mails or other correspondence when required. 2. Supervise and provide personnel administration clerical support services • Keeping and maintaining personnel records. • Keeping and maintaining the apprentices attendance registers. • Process attendance records. 3. Provide Supply chain clerical support Services • Maintain internal and external stakeholder relations. • Capturing of internal training on SAP System (LSO). • Running a training report on LSO. • Checking staff bookings on LSO. • Dealing with customers telephonically or in person. • Worked directly with HR to keep records updated. • Verify and Capturing monthly labour reports on spreadsheets. 4. Provide financial administration support services • Handle benefit expenses like unpaid leave and paid leave. • Capturing apprentices attendance to secure payment. • Sorting out payslips of EPWP security, cleaners and clerks.

Education

Educational period

nuo 2017.07 iki 2018.12

Degree

Diploma

Educational institution

Northlink College

Educational qualification

National Diploma in Public Management

Languages

Language

Speaking level

Understanding level

Writing level

English

basic

fluent

fluent

Afrikaans

fluent

fluent

fluent

Computer knowledge

Microsoft Word

Microsoft office

Microsoft outlook

Microsoft excel

Recommendations

Contact person	Barry Alberts
Occupation	Departmental Support Services Manager
Company	City of Cape Town
Telephone number	065 898 1054
Email address	Barry.Alberts@capetown.gov.za

Additional information

Driver licenses	None
Salary you wish	14500 R per month
How much do you earn now	0.00 R per month