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## 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