



# Thobile Mondlane

Curriculum Vitae (CV)

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

I am an undergraduate who possess a combination of skills and experience that makes me stand out from the crowd. I started working as an intern at Palace consulting, then promoted as an Admin assistant, which equipped me with a deep understanding of key management and office administration.

I have a broad range of experience within the industry, and I have worked within administration for the majority of my career. I have good time management, organization and a keen eye for detail. I always work very hard to make sure that each and every task is completed to the highest quality, on time.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Mbombela / Nelspruit Mpumalanga
	Malelane Mpumalanga
	Komatipoort Mpumalanga
	Pretoria / Tshwane Gauteng
	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1992-11-02 (32 years old)
Gender	Female
Residential location	Malelane Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period **nuo 2021.01 iki 2020.07**

Company name Ivory Park Primary School

You were working at: Jobs for students

Occupation Assistant Teacher

What you did at this job position? • Support the teacher in managing challenging pupil behavior. • Promoting positive behavior. • Guide and monitor pupil progress. • Help with the planning of some lessons and teaching. • Carry out some administrative duties. • Screening pupil at the gate and help to maintain Covid-19 regulations.

Working period **nuo 2018.02 iki 2020.07**

Company name Siangetha Trading and Projects (Pty) Ltd

You were working at: Administrators

Occupation Office Administrator

What you did at this job position? • Managing diaries and organizing meetings and appointments, often controlling access to the Director. • Reminding the Director of important tasks and deadlines. • Doing Quotations and Invoices using Express invoice. • Compiling tender documents. • Doing follow-ups in procurement regarding POs and RFQs. • Attending sites meetings. • Managing databases and filing systems. • Liaising with staff, suppliers and clients. • Dealing with emails and telephone.

Working period **nuo 2016.01 iki 2017.12**

Company name Palace Consulting Engineering (Pty) Ltd

You were working at: Administrators

Occupation Admin Assistant

What you did at this job position? • Acting as a first point of contact: dealing with correspondence and phone calls. • Data capturing • Implementing and maintaining procedures/administrative systems. • Liaising with staff. • Collating and filing expenses, Petty cash. • Functional use of PASTEL, Basic bookkeeper. • Handling Correspondence. • Managing databases and filing systems. • Booking and arranging travel, transport and accommodation.

**Education**

Educational period **nuo 2018.01 iki 2018.12**

Degree Certificate

Educational institution UNISA

Educational qualification Higher Certificate in Adult Basic Education and Training

I could work Yes

Educational period	<b>nuo 2019.01 iki dabar</b>
Degree	Degree
Educational institution	UNISA
Educational qualification	Bachelor of Education
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
SiSwati	fluent	fluent	fluent
English	fluent	fluent	fluent
isiZulu	very good	very good	very good

### Computer knowledge

.Proficient with Microsoft Word, Excel and PowerPoint

.Thorough understanding of social media and social media analytics

. Knowledge of SEO techniques

. Skilled in website troubleshooting

. Proficient in Adobe Photoshop

### Conferences, seminars

\

### Recommendations

Contact person	Mr K Tshabalala
Occupation	Educator
Company	Ivory Park Primary School
Telephone number	084 6198857
Contact person	Ms GP Msiza
Occupation	HR
Company	Siangetha Trading and Project
Telephone number	063 383 4659

Contact person	Mrs C Ramoatlo
Occupation	Bookkeeper
Company	Palace Consulting Engineering
Telephone number	072 947 0832

#### **Additional information**

Your hobbies	Reading Books Listening music
Driver licenses	None
Salary you wish	5000 R per month