



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 (31 years old) |
| Gender | Female |
| Residential location | Malelane Mpumalanga |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

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 | nuo 2019.01 iki dabar |
| 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 |