



**Sephetho
Mangkwana
Matsatsi Bridget
Mokgolobotho**

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Attention to Detail and Organization: I possess exceptional attention to detail, ensuring accuracy and quality in all aspects of my work. I am adept at managing multiple tasks, prioritizing deadlines, and maintaining organized systems to support efficient project management and administrative operations.

Effective Communication and Collaboration: I have excellent interpersonal and communication skills, allowing me to collaborate effectively with diverse stakeholders, including team members, clients, and senior executives. I am experienced in facilitating meetings, documenting minutes, and fostering open lines of communication to ensure project objectives are met.

I am confident that my combined experience in both project management and administrative roles, along with my knowledge of the financial consulting industry, make me an ideal candidate.

Preferred occupation **Administrators**
Administrative jobs

Debtors clerk
Administrative jobs

I have a strong background in both project management and administrative support within the financial consulting industry, I am confident in my ability to contribute to the success of your organization by seamlessly managing projects and providing efficient administrative assistance.

Bookkeeper
Administrative jobs

Debtors clerk
Finance jobs

Over the past three to four years, I have gained valuable experience in both project management and administrative roles, allowing me to develop a unique skill set that encompasses the

Financial Administrator
Finance jobs

coordination of projects and the seamless management of administrative tasks. I have consistently demonstrated my ability to effectively support project teams while ensuring the smooth functioning

Data capture
Administrative jobs

Preferred work location **Johannesburg**
Gauteng

Contacts and general information about me

Highlights of my qualifications include:

Day of birth 1998-12-24 (25 years old)

Gender **Female**

Project Management Expertise: I have actively supported project managers in the financial

Residential location **Johannesburg**
Gauteng consulting industry, assisting in the planning, execution, and monitoring of various projects. I am

skilled in creating project schedules, tracking deliverables, and facilitating effective communication

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

among team members. [Sign in](#)

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

[Sign in](#)

Administrative Support: I have a proven track record of providing comprehensive administrative

Work experience

and executives. My responsibilities have included managing calendars, scheduling meetings, preparing reports, coordinating travel arrangements, and maintaining confidential records. I am highly proficient in utilizing office software and tools to streamline administrative processes and enhance efficiency.

Financial Consulting Acumen: Through my experience in the financial consulting industry, I have developed a strong understanding of financial analysis, regulatory compliance, and risk assessment. I am able to apply this knowledge to contribute to the successful completion of projects and assist in the development of strategic recommendations for clients

Working period **nuo 2020.10 iki dabar**
 Company name Uzenzele Holding
 You were working at: Administrators
 Occupation Assistant Project Manager
 What you did at this job position? Document controlling and management, Checklist management, Basic review of relevant data and information, Presenting findings of reviews to relevant stakeholders, Assisting in planning and implementations of project, Conducting administrative duties, such as scheduling meetings and taking meeting notes, Researching information required, Tracking and reporting project progress

Working period **nuo 2019.08 iki 2020.09**
 Company name Hashtag SA (Pty) Ltd
 You were working at: Finance managers
 Occupation Assistant Financial Administrator
 What you did at this job position? Payroll administration, Bookkeeping, CIPC: Assisted with company registrations and amended on the CIPC system, SARS e-filing: filling of both company & individual returns, COIDA & UIF filling: assisted clients with applications for the UIF and Letters of good standing with COIDA, Document Management, Arranging of meetings

Working period **nuo 2017.06 iki 2017.12**
 Company name NFM Multi Consulting
 You were working at: Administrators
 Occupation Assistant Administrator - Intership
 What you did at this job position? Arranging staff meetings and scheduling appointments for the Director, Sorting and delivering mails, Answer and direct phone calls, Record keeping, Document Management, and Attending Briefings

Education

Degree Degree
 Educational institution Damelin Collage
 Educational qualification Accounting

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Sepedi	fluent	fluent	fluent
Setswana	good	good	good
isiZulu	do not know	good	do not know

Computer knowledge

1. Microsoft Office
2. Google Suite
3. XERO
4. Acrobat Adobe
5. Pastel
6. Sage

Recommendations

Contact person	Lindi Nordhoff
Occupation	Senior Financial Analyst
Company	Uzenzele Holding
Telephone number	060 524 3464 / 072 183 9258
Email address	lindi@uzenzele.com

Contact person	Ntuthuko Julia
Occupation	Director
Company	Hashtag SA (Pty) Ltd
Telephone number	078 306 8192

Contact person	Kholofelo Mbowane
Occupation	Accountant
Company	NFM Multi Consulting
Telephone number	079 884 8625

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-01-00 (3 years)
Salary you wish	15000 R per month
How much do you earn now	10500 R per month