



# Lindiwe Beatrice Matshabela

Curriculum Vitae (CV)

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

I am writing to express my sincere interest in the Administration position at your company. With my extensive experience and strong commitment to efficient operations, I am confident that my skills and qualifications align perfectly with the requirements of the role.

Throughout my 14years of experience in various administrative roles, I have developed a comprehensive skill set that encompasses office management, scheduling, correspondence handling, and customer service. I am highly proficient in a wide range of administrative tasks, including document preparation, data management, and record keeping.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East Rand Gauteng

## Contacts and general information about me

Day of birth	1978-01-13 (46 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2008.10 iki 2022.11**

Company name Motus Technical Academy

You were working at: Administrators

Occupation Administration Clerk

What you did at this job position? -Provide administration support to the management team including managing year planner, calenders, scheduling appointments and organizing meetings -Create and maintain accurate files and records, ensure that all documents are up-to-date and compliance with company policies. -Communicate with customers/clients and vendors ,handling queries/ inquiries and resolve issues in a timely and efficient manner. -Utilize Microsoft Office, Excel and LMS to upload documents, create spreadsheets, update the training schedule -Ordering and controlling stationery, grocery, learner’s files, books and learning materials -Arranging or booking accommodation for the learners coming from outside Johannesburg -Handling switchboard or reception incoming calls -Attending to incoming visitors or clients -Filling, typing, bookkeeping and binding -Attend staff meetings and taking the minutes. -Arranging quotations and following up on the payments -General Admin duties -Creating and booking weekly training schedule and communicating them to the employers or dealerships

**Education**

Educational period **nuo 1999.01 iki 2002.11**

Degree Diploma

Educational institution Bethlehem College

Educational qualification Human Resources Management

I could work yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	good	good	good
Sesotho	very good	very good	very good

**Computer knowledge**

Microsoft word

Excel

Date base

Outlook

**Conferences, seminars**

Arranging meetings and venues

**Recommendations**

Contact person	Zoe burto
Occupation	Business Development Manager
Company	Motus Technical Academy
Telephone number	0725648761
Email address	Zoeburton@vonb.co.za

#### **Additional information**

Your hobbies	Reading magazines, singing and dancing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-06-00 (19 years)
Salary you wish	13000 R per month
How much do you earn now	12000 R per month