



Yolanda Sopangisa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

A meticulous and detail- orientated Administrative Assistant with 5 years' experience of providing adept administration support to small and big private companies. Technologically savvy and goal-oriented Administrative Assistant. Driven and motivated to help organizations thrive skilled in prioritizing and completing tasks independently. Extensive experience with Microsoft. Excellent communicator with experience writing and proofreading a variety of document types, including emails and memos. Team player who is willing to assist others to ensure that the work is completed not just on time but also at the highest quality possible.

Thank you

Preferred occupation Administrators
 Administrative jobs

Preferred work location Cape Town
 Western Cape

Contacts and general information about me

Day of birth 1988-03-05 (36 years old)

Gender Female

Residential location Cape Town
 Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2016.01 iki 2021.06**

Company name Pest Lab cc

You were working at: Accountants

Occupation Financial Assistance | Office Administrator

What you did at this job position? • Managed payroll and benefits for 15+ employees, including solving any related problems. • Managed registration for employees: UIF, COID, SARS, AVBOB and other company benefits. • Project draft costing for tender documents, contract costing for prospective clients. • Prepared monthly invoices, followed up on unpaid invoices, balanced owed and paid invoices. • Oversee daily accounting and reporting functions that take place within the organization. • Providing full financial administration support for the financial Controller and the whole company. • Reviewing, updating and maintaining financial and business forms to manage financial activity. • Identifying accounting discrepancy to reduced monthly expenditure. • Maintained Senior Director calendar, scheduling meeting ensure no conflicts occur. • Successfully planned and coordinated company events and teamwork activities. • Produce reports, presentations, flyers, spreadsheets, graphs charts, diagrams and illustrations. .

Education

Educational institution Durban University of Technology

Educational qualification ND:Clothing Management

I could work Visual Merchandiser, Assistance Buyer, Sale Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

I have the ability to use a computer, navigate the internet, and use common software applications such as Microsoft Office.my computer skills include:

- Analytics
- Social media
- Graphic design
- Microsoft Office
- Spreadsheets
- Email communication
- Data visualization

Recommendations

Contact person	Mr B Mncwango
Occupation	Finance Manager
Company	Manager
Telephone number	064 490 8364
Email address	info.pestlabcc@gmail.com

Additional information

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2015-10-00 (8 years)
Salary you wish	R13 000.00 R per month
How much do you earn now	R10 000.00 R per month