

Boichoko Seitlheko

Curriculum Vitae (CV)

What job i'm looking for? My positive points

handling petty cash, or processing reimbursements.

Budgeting and financial reporting: Helping prepare financial reports, or tracking budgetary spending.

8. Event and Travel Coordination

Planning events: Coordinating internal or external events like team meetings, conferences, or company events.

Booking travel arrangements: Making flight, hotel, and transportation arrangements for executives or team members.

9. Problem-Solving

Troubleshooting office issues: Addressing any issues that arise in the office, from equipment malfunctions to resolving logistical challenges.

Preferred work location Bloemfontein

Free State

Contacts and general information about me

tenffice Management Female

Reganizing കൂർണൂaintaining office supplies keeping track of inventory and placing orders for

necessary items.

Telephone number Managing office space: Ensuring the workspace is clean, organized, and conducive to productivity. Sign in

2. Communication Email address Information is available only for registered users.

Handling phone calls and emails: Resiponding to inquiries, forwarding messages, and handling

communications on behalf of managers or teams.

Additional information

Scheduling appointments and meetings: Coordinating calendars, making travel arrangements, and Salary you wish R9000 R per month

booking meeting rooms.

How much do you earn now R7500 R per month

3. Document Management

Filing and record-keeping: Organizing both physical and electronic files to ensure easy retrieval of documents.

Preparing reports and presentations: Assisting in the creation of internal documents, reports, or presentations for meetings.

4. Data Entry and Management

Entering and updating data: Inputting data into spreadsheets, databases, or management systems.

Maintaining records: Keeping track of important information such as expenses, customer data, or employee schedules.

5. Support for Senior Staff

Assisting managers and executives: Helping with tasks such as project coordination, preparing materials for meetings, or managing follow-ups.

Handling confidential information: Managing sensitive or confidential documents and information with discretion.

6. Customer Service

Interacting with clients: Responding to customer inquiries, scheduling appointments, or directing clients to the appropriate department.

7. Financial Comment