



Gladys Malila

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Junior Company Secretary

Executive Assistant

I have over 14 years experience in Top Management, Administration, finance and sales. Recently I have been an Executive Assistant to the Managing Director an Office Administrator/ Accountant Assistant and Office Manager at a construction Company for the last 7 years. I can do multitasking efficiently.

I hold a CIS III qualification in Corporate Governance and administration and a Diploma in Accounting. I am currently doing my board exams on a part time basis with Wits University.

Preferred occupation	Administrators Administrative jobs
	Executive Assistant Management, human resources jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1981-04-07 (43 years old)
Gender	Female
Residential location	West Rand Gauteng
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 2009.09 iki 2016.12**

Company name Nyoni Projects

You were working at: Administrators

Occupation Administrator/ Personal Assistant to MD

What you did at this job position? Administration duties □ Devising and maintaining office IT systems □ Assets Insurances and Vehicle Licensing □ Provide administrative support to the management team □ Minute taking during Management meetings □ Coordinator for Management Teambuilding's and corporate events and management annual getaways □ Procurement of Management Office equipment and Office Equipment □ Preparation of Office and Sites Grocery Budgets □ Head Office Management □ Ordering of Corporate Wear for all company Employees □ Arranging meetings, team events, venues, travelling arrangements and catering for Management team and Company. □ Employee appraisals □ Part of a recruitment team that used to Recruit employees for every management department □ Responsible for Company Compliance, Statutory Requirements □ BBBEE Compliance □ Year Planner for Management Corporate Activities □ Involved in the Implementation of ISO 9001 Programme Certification □ Assisting Finance with Creditors reconciliations. Personal/Executive Assistant to the Managing Director □ Travel Arrangements □ Diary Management □ Tendering for new Projects, ensure documents are ready for director's signature i.e. responsible for preparing tender documentation including formatting, checking date, spelling errors and reviewing information before it is finalized. □ Requesting quotes from approved suppliers □ Liaising with Suppliers and Clients on behalf of the MD □ Working with the MD in maintaining the Company Profile, making sure it is up to date □ Attending to personal requests which involved travelling outside the country □ Taking Minutes in Board of Directors Meetings □ Preparing Agendas and memos with the MD □ Filing □ Licensing and insurances for Directors' personal Assets □ Maintain a high level of confidentiality in dealing with information in the work area □ Assist in preparation of financial, PowerPoint presentations and any other documentation or any information needed on behalf of the Director for Project Presentations to our prospective clients. □ screening all calls, setting up of meetings and receiving guests and clients on behalf of the MD

Working period **nuo 2008.10 iki 2009.07**

Company name Asidle Gourmet Catering

You were working at: Finance managers

Occupation Finance Administrator

What you did at this job position? Assistant to the Finance manager □ Auditing □ Data capturing □ Quotes and Invoicing using QuickBooks systems Events management □ Procurement of food Groceries for events □ Salary processing □ Minute taking During Director's meetings

Education

Educational period **nuo 2015.01 iki 2016.12**
 Degree Professional Qualification
 Educational institution UNIVERSITY OF WITWATERSRAND
 Educational qualification CIS III
 I could work Yes

Educational period **nuo 1999.01 iki 2001.12**
 Degree Diploma
 Educational institution Bulawayo Polytechnic College
 Educational qualification National Diploma in Accountancy
 I could work On Bookkeeping

Languages

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

Computer knowledge

MS OFFICE
 OUTLOOK
 PUBLISHER
 CESMIS Program

Conferences, seminars

IR Relations
 HR Relations
 BBBEE Verification Process

Recommendations

Contact person Maclaud Nyoni
 Occupation Managing Director
 Company Nyoni Projects
 Telephone number 0824514596
 Email address mnyoni@nyoni.co.za

Contact person Jacky Khumalo
 Occupation Financial Director
 Company Aside Gourmet Catering
 Telephone number 0795047072

Additional information

Your hobbies	Furthering my career Learning new challenges Working with colleges as a team Travelling
Driver licenses	None
Salary you wish	20000 R per month
How much do you earn now	24052 R per month