



# Phindile Nontuthuko Mkhize

Curriculum Vitae (CV)

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

Am a Marketing and Public Relations Specialist with several years' experience in the role. I've also spent several years as a Personal Assistant to various high profile roles within different institutions and I perform my functions with extreme passion; focusing on customer service and delivering superior service. I can develop, learn and harness my skills to align to the needs of any Business Strategy.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

## Contacts and general information about me

Day of birth	1980-09-23 (44 years old)
Gender	Male
Residential location	Pretoria / Tshwane 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 2013.11 iki 2016.12**  
Company name Madlula Guest House  
You were working at: Hotel managers  
Occupation Personal Assistant  
What you did at this job position? Assistant / Receptionist Madlulas Guest House - KZN  
Administration duties  Welcome visitors, reserve accommodation and restaurants for lunches / dinners;  Attend to client's general enquiries about the company;  Directing visitors / clients to appropriate contacts within the company;  Attending to mail, answering incoming calls and arranging appointments for Manager to meet with clients;  Assist in creating and maintaining reporting spreadsheets and creating word documents;  Treat incoming e-mails as well as incoming / outgoing faxes;  Keep flexi-time sheets updated and to manage reception shop (stock and petty cash);  Prepare invoices and income statements.

Working period **nuo 2013.04 iki 2013.09**  
Company name SANRAL  
You were working at: Engineers  
Occupation Project Management Assistant  
What you did at this job position?   Assisting with preparing of tender documents;  Assist with doing the presentation for the clarification meeting;  Day to day administration;  Liaise with stakeholders;  Assisting PM's with their Projects Administration;  Making Travel arrangements for PM's;  Assisting at the RM office whenever required;  Assisting at the Reception;  Arranging refreshments whenever required;  Attending GFIP committee and taking of minutes; Keeping track of PM's diary;

Working period **nuo 2011.12 iki 2012.12**

Company name Department Of Public Works

You were working at: Other jobs

Occupation Personal Assistant

What you did at this job position? Supervision of junior staff in the section Perform all typing, faxing, scanning, emailing and photocopying for the office of the General Manager □ Ensure effective communication, good customer relations and mail management □ Maintain the General Manager's diary and ensure effective time management □ Ensure that all accommodation and travel arrangement needs are met timorously and effectively □ Ensure proper scheduling of internal and external meetings and other logistic arrangements □ Take minutes of all the meeting for the General Manager, forward the decisions and timorously make follow-up on progress made / outstanding tasks Financial Management duties □ Proper management of Departmental entertainment allowance fund and manage procurement of goods and services for the section □ Compiling and submission of S & T claims for the months for General Manager and make sure that claims does not exceed the budget allocation □ Assist to consolidate cash flows and budget/risk management reports for the Chief Directorate □ Assist in verify the correctness of payment of all domestic services □ Assist in verifying the correctness of payment of municipality

Working period **nuo 2010.03 iki 2011.10**

Company name Agribusiness Development Agency

You were working at: Secretaries

Occupation Secretary

What you did at this job position? Ensuring effective and efficient communications within ADA, as well as with other stakeholders □ Co-ordinating of board meetings, minute taking and distribution of such minutes □ Communicating with service providers and stakeholders on behalf of the Cluster Manager □ Planning and follow through of travel for the Cluster Manager □ Collections and distribution of correspondence for the Cluster Manager □ Implementation and maintenance of the filing system □ Ensuring that confidentiality is kept within the office □ Ensure that invoices are sent through for payment - liaising with the Consultant to inform when payment will be made

Working period **nuo 2009.10 iki 2010.02**

Company name Eskom

You were working at: Engineers

Occupation Contract Administrator

What you did at this job position? Co-ordinating requirements, scope of work and drawings □ Monitoring Contract Management contact file for adherence to new engineering contact requirements □ Controlling payments certificate register and ensure all payments are received by Finance Department within the time stipulated in Service Agreement □ Preparing payment certificates on behalf of Quantity Surveyors □ Managing the process of payment certificates for retention release on all projects in accordance with contract condition □ Co-ordinates and maintaining a monthly retention release report to Contact Manager □ Managing documents control process and distribution of applicable documentation Programme Department staff, Contractor and Consultant □ Submitting progressive monthly report per discipline to Contacts Manager indication BBE / SMME payments made to contactors and consultants □ Monitor BEE / SMME Consultant and Contractor payments on fixed rate contracts and pro-active request for modification when required □ Co-ordinates contactor and consultant performance appraisal on completion of projects

Working period **nuo 2008.07 iki 2009.09**

Company name Eskom

You were working at: Engineers

Occupation Senior Administration Support

What you did at this job position? standards and formants structured per Eskom instruction manuals; □ Organising and arranging for functions, meetings, training seminars and conferences as required; □ Preparing presentation materials and providing background material on request; □ Responding to telephone calls which require general routine answer; □ Controlling the flow of work in the absence of the Manager by directing request to the appropriate departments and providing the Manager with feedback; □ Handling consultants complains and ensure that the complaints are handled through proper channels for speedy resolution; □ Noting, monitoring and taking care of customer complaints and requests. yment

Working period **nuo 2008.03 iki 2008.06**

Company name Department Of Transport

You were working at: Project managers

Occupation Secretary

What you did at this job position? Provide general administrative support □ Administer filing system □ Administer S & T, local purchase orders and petty cash □ Administer scheme vehicles, stationery and furniture □ Verifying data using information systems □ Uploading and downloading of information □ Perform front line duties such as filling, faxing, photocopying, and typing □ Prepare, type notices and minutes of meetings

Working period **nuo 2007.10 iki 2008.02**

Company name Department of Health

You were working at: Generals

Occupation Secretary

What you did at this job position? Assist in preparing minutes, presentation and compilation of reports □ Develop and maintain good filing system and lamination of documents □ Maintain departmental leave records □ Maintain computer database and records May 2005 to Aug 2007 Teller – Customer Representative First National Bank □ Ensure that deposits are processed accurately, cash and cheques are correct □ Ensure withdrawals are debited to correct accounts and amount paid out to customers is correct □ Ensure that physical cash is under proper control and balances to the system and that all differences □ Customer service □ Ensuring that all customers’ complaints are dealt with per the complaints management system □ Providing support to sales staff by generating leads being of assista

**Education**

Educational period **nuo 2000.02 iki 2002.11**

Degree Diploma

Educational institution Icesa City Campus

Educational qualification Hotel Management

I could work Yes

Educational period **nuo 2006.02 iki 2007.11**

Degree Degree

Educational institution UNISA

Educational qualification Bcom Banking

I could work Yes

Educational period **nuo 2007.09 iki 2007.09**

Degree Certificate

Educational institution FNB Learning Center

Educational qualification Telling Fundermentals

I could work Yes

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	basic	basic	good
Afrikaans	basic	basic	basic

**Computer knowledge**

- MS Word
- MS Excel
- MS PowerPoint
- MS Outlook
- SAP - K2
- Zenzele
- Group Wise
- Hammingbird

**Conferences, seminars**

Strong PR and Marketing background and skills

- Strong interpersonal and relationship skills
- Keeping abreast of all policies and procedure within the organisation
- Strong computer based knowledge
- Have a basic; understating of the conditions of employment;  Have basic understanding of Public Finance Management Act No 1 of 1999;  Basic knowledge of KZN Land administration Act of 2003;  Basic knowledge of Municipal Public Finance Act.

**Recommendations**

Contact person	Mr Fezile Mbuli
Occupation	General Manager
Company	Department of Economic Development
Telephone number	033 264 2606
Email address	Fezile.mbuli@kznedtea.gov.za

Contact person	Mr Edgar Dube
Occupation	Project Manager
Company	SANRAL
Telephone number	0333922383
Email address	Edgar.dube@sanral.com

Contact person	Mrs Zandile Hlela
Occupation	Managing Director
Company	Madlula Guest House
Telephone number	0333869933
Email address	madlulaguesthouse@gmail.com

#### **Additional information**

Your hobbies	Reading Singing Debating Playing
Driver licenses	None
Salary you wish	Unemployed R per month
How much do you earn now	Unemployed R per month