



# Zama Pearl Jele

Curriculum Vitae (CV)

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

Looking for Administration Clerk position, I am well presented with exceptional strong interpersonal skills to relate to students, academic staff, senior managers in other areas of education administration, practical knowledge on administration and planning, efficient office administrator with 4 years' experience, ensure that everything behind the scenes of a successful organization is running smoothly. I can manage reception area by clearing traffic flow within the reception area. Answer, screen and transfer calls to relevant people. Manage the diary of the Campus Manager. Compile notice of meetings, take minutes and do logistics for Management Meetings. Answering and sending e-mail enquiries. Arrange venues and refreshments for meetings. Arranging couriers, sorting and distributing post. Able to operate a switch board telephone. Dealing with clients on floor and telephonically. Making copies using different machines. e.g. Xerox machine, Fax, Scan documents and sending/receiving emails. Making use that machines have suitable level of inks, chemicals and tones. Supplying print materials to the machine. Finishing copied items, binding and laminating of students cards. Checking meter reading for machine. Monitoring the process of the copying run. Able to implement new effective data inputting ideas and techniques as well as understanding that data is only valuable if it is accurate and up to date. Possessing extensive knowledge of: electronic data management systems and electronic filing systems.

Preferred occupation

**Administrators**

Administrative jobs

**Secretaries**

Administrative jobs

**Data Capture**

Administrative jobs

**Receptionist**

Administrative jobs

**Lecturer**

Teaching jobs

Preferred work location

**Durban City**

KwaZulu-Natal

**Newcastle**

KwaZulu-Natal

**Pietermaritzburg**

KwaZulu-Natal

Kokstad  
KwaZulu-Natal

Johannesburg  
Gauteng

Ladysmith  
KwaZulu-Natal

### Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1985-10-16 (39 years old)   |
| Gender               | Female  |
| Residential location | Newcastle<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

### Work experience

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2013.10 iki 2018.03</b>   |
| Company name                       | Majuba TVET College  |
| You were working at:               | Administrators   |
| Occupation                         | Data Capturer  |
| What you did at this job position? | Capturing of Test marks, ISAT marks, ICASS marks, Mark sheets, student attendance registers, lecturer's attendance and Supplementary exam marks on Coltech management system. Capturing of student enrolments and ensure accuracy of data. Making copies using different machines. e.g. Xerox machine, Fax, Scan documents and sending/receiving emails. Making use that machines have suitable level of inks, chemicals and tones. Supplying print materials to the machine. Finishing copied items, binding and laminating of students cards. Checking meter reading for machine. Monitoring the process of the copying run. Manage reception area by clearing traffic flow within the reception area. Answer, screen and transfer calls to relevant people. Manage the diary of the Campus Manager. Compile notice of meetings, take minutes and do logistics for Management Meetings. Answering and sending e-mail enquiries. Arrange venues and refreshments for meetings. Arranging couriers, sorting and distributing post. |

### Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2012.01 iki 2015.04</b>   |
| Degree                    | Diploma  |
| Educational institution   | Majuba TVET College  |
| Educational qualification | National Diploma in Management Assistant   |
| I could work              | Admin department, Data Capturer, Reception, Stock and Assets, Student Affairs, Help Desk, Customer Care. |

**Languages**

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | fluent         | fluent              | very good     |
| isiZulu  | fluent         | fluent              | fluent        |

**Computer knowledge**

Ms Office Programs e.g. (Ms Word, Ms Excel, Ms Powerpoint, Ms Acces). Coltech System e.g. (Management System and student system).

**Conferences, seminars**

- Customer Care Workshop
- Coltech Management System workshop
- Student Portal workshop
- CAO workshop

**Recommendations**

Contact person                      Mrs T Lakhan  
Occupation                              Head Of Department - Report 191  
Company                                    Majuba TVET College  
Telephone number                      0747684727 / 0343181206  
Email address                              tanuja7109@gmail.com

Contact person                      Mrs KS Thwala  
Occupation                              Senior Lecturer  
Company                                    Majuba TVET College  
Telephone number                      0605889810 / 0834943431  
Email address                              khanyisilethwala@gmail.com

**Additional information**

Your hobbies                              Reading books  
    Watching documentaries and reality shows  
Salary you wish                              12000 R per month  
How much do you earn now              5000 R per month