



Nothando Ncongwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am hard worker self motivated, works with a team or individual. I have strong office management and administration skills. I adapt easy, able to work under pressure with excellent problem solving and customer service.

Preferred occupation Administrative jobs

Contacts and general information about me

Gender Female

Telephone number *Information is available only for registered users.*
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Email address *Information is available only for registered users.*
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Work experience

Working period	nuo 2012.11 iki 2018.08
Company name	Taxi Scrapping Administrator (Pty) Ltd
You were working at:	Office manager
Occupation	Mpumalanga Site Manage
What you did at this job position?	<p>o Manage staff at the office to ensure that staff meets the goals and objectives of the office are in line with the organisational requirements.</p> <p>o Provide effective leadership to the office and implement the business strategy at the office so that company meets its mandate; Includes ensuring that office strategic goals are aligned with Head Office business plans and strategies.</p> <p>o Implement policies and strategies at the office so that the main centre achieves its set goals and objectives. Includes taking responsibility for preparation and implementation of regional operational plans and strategies.</p> <p>o Assist with budget planning for the main centre and monitoring to ensure sound financial management practices.</p> <p>o Provide support in the Finance, Human Resources and Administrative functions of the main centre to ensure that the main centre are run efficiently and effectively;</p> <p>o Attend daily queries from taxi operators</p> <p>o Assist the Marketing and Communications Manager with implementation of marketing and communications programmes/initiatives specific to the Main Centre so that TSA has consistent marketing and communications initiatives.</p> <p>o Ensure safeguarding of company assets & equipment used and oversee maintenance at all times. This includes protecting company assets against possible risk/ loss.</p> <p>o Ensure that service provided is in line with signed service level agreements.</p> <p>o Ensure all staff is SHE compliant SHE as per Environmental licence</p> <p>o Management reporting and regular update to the Head Office and other senior management;</p> <p>o Build and maintain good rapport with company partners or stakeholders in the province to ensure that stakeholder needs are met and understood.</p> <p>o Perform any other ad-hoc duties as delegated by the Head Office and CEO.</p>

Education

Educational period	nuo 2015.01 iki 2015.10
Degree	Diploma
Educational institution	University of Cape Town
Educational qualification	Operations Manager
I could work	Office Manager

Languages

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

Computer knowledge

- MS Word Level 1 and 2
- MS Excel
- Window 98
- Business English
- Life skills
- Principles of project management
- Project + (CompTIA)
- Microsoft project 2007 (1)
- Microsoft Project 2007(2)
- Business Management Techniques
- Principles of customer Service
- Principles of Business Communication
- Word Processing
- Microsoft Excel Advanced
- Microsoft PowerPoint Advanced

Keyboarding

Additional information

Intro to PC	
Driver licenses	B Light Vehicle ≤ 3,500kg
General Office Practice	
Driver license from	2010-00-00 (15 years)
Salary you wish	25000 R per month
How much do you earn now	27000 R per month