



Olwethu Bada

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Exporting from TIER, ETR & WebDHIS onto Excel
- Receiving deliveries on behalf of managers
- Filtering data for to get needed information
- Responsible for incoming and outgoing post
- Assisting with creating graphs
- Booking venues for meetings and workshops
- Assisting coordinator to prepare for HAST reviews
- Taking minutes for meetings
- Assisting manager with data for monthly and quarterly
- Helping managers with report writing
- Assisting with mini tender process, sourcing quotations and processing sundry payments
- Monitoring usage of budget allocated

Preferred occupation Sales administrator
Sales jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1994-12-22 (29 years old)

Gender Female

Residential location East Rand
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
[Sign in](#)

Additional information

Salary you wish 3000 R per month

How much do you earn now 0.00 R per month