



Tshogarebone Nyatsego Happiness Moagi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a very energetic person.

Any job that is given to me I give it my all.

I am able to finish my work before deadline

I'm bubbly and outgoing

I should be hired because I have a great combination of skills that acquired throughout my career and I'm able to learn a new skill very quick and get the job very quickly so that production can be pushed.

Preferred occupation Administrative jobs

Preferred work location Johannesburg
Gauteng

East Rand
Gauteng

Pretoria / Tshwane
Gauteng

West Rand
Gauteng

Contacts and general information about me

Gender Female

Residential location Johannesburg
Gauteng

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

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

Work experience

Working period **nuo 2006.09 iki 2014.04**

Company name Mahlase General Practitioner

You were working at: Doctors

Occupation Receptionist/PA

What you did at this job position? ●Provide efficient and professional telephone service● Assist patients in accurately completing appropriate forms ●Direct all customers to the appropriate location, service and appropriate professional (Debtors control)Collect all co-payment and account balances according● Ensure that the patient files are accurate and with the relevant information

Working period **nuo 2014.05 iki 2017.05**

Company name Baphalaborwa 72 Construction

You were working at: Administrators

Occupation Site Administrator

What you did at this job position? Issuing Purchase Orders for all material suppliers Produce a consumables stock report monthly, and process purchase requisitions to Head Office. Contact suppliers to place orders and collect outstanding invoices. Track orders with suppliers. Prepare weekly reports, monthly reports and sort out invoice queries. Screen and cancel all duplicate orders and follow up on outstanding orders at Head Office. Daily coordinate the procurement process and sort out supplier queries Machine hours capturing and daily POD following up on outstanding invoices from supplies, all filing and minutes. Daily hours capturing/employee clocking, all site related HR issues- leave overtime, requests and queries. All capturing of hours/wages and salary based. Keeping track of Site Equipment and Small Equipment Rentals Keeping track of Stock Responsibility for petty cash float, including reconciling all monies spent. Provide full administration support to the project/site team as well as being the main contact for the project with both external and internal contacts. Monitor site office costs, in conjunction with the site and facilities team, to ensure that budgets and costs are controlled, highlighting concerns where necessary. Covering Reception when required

Working period **nuo 2017.09 iki 2018.04**

Company name Entsika Services Consultant (Consulting for Rand Water)

You were working at: Administrators

Occupation Assistant Tender Administrator/Data Capture

What you did at this job position? Manage the daily tender briefing information. Preparation and submission of tender documents Data Capturing of attendance registers, 200 registration a day using Excel. Preparing Submission packs,Clarifying Submission packs. Capturing and updating Tender information.

Working period **nuo 2018.07 iki 2019.07**

Company name Hlakula Groups (Trading as CCTV College)

You were working at: Maintenance technician

Occupation Assistant Tender Administrator/Invoicing Clerk/PA

What you did at this job position? Invoicing , create purchase orders and quotation on Pastel Accounting Capture and input of payroll, weekly and monthly staff on Pastel Payroll Receives, welcomes, books and refers visitors to the relevant individual or department Accepts delivery of small parcels and advises addressee Maintains reception area and boardroom in a tidy condition Answer switchboard and transfer calls to relevant department Manages bookings for the boardroom, as well as refreshments for meetings / visitors As a key point of entry to the organization, acts with tact, discretion, and courtesy always General Administration duties, faxing, filing, emailing etc. Orders stationary and refreshments Placing and following up on purchase orders with local suppliers daily Generating weekly sales reports for management Assist in the data gathering and research external data and information required as part of the detailed content / requirements Ensure certificates relating to BBBEE and taxation are kept up to date and on file for tender responses Monitoring of all tender notification and identification of potential tender opportunities. Ensure certificates relating to BBBEE and taxation are kept up to date and on file for tender purpose.

Education

Educational period **nuo 2013.02 iki 2014.10**

Degree Diploma

Educational institution Boston College

Educational qualification Technical Financial Accounting

Languages

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

Computer knowledge

Pastel

Microsoft Word

Microsoft Excel

PowerPoint

Invoice 2go

Additional information

Your hobbies

Traveling

Cooking

Playing netball

Hicking

| | |
|--------------------------|-------------------------------------|
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2019-01-00 (5 years) |
| Salary you wish | 8000 R per month |
| How much do you earn now | 7000 R per month |