



Tenda Thovhakale

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration/Secretarial work

- Ability to work under pressure.
- Ability to produce quality of work.
- Ability to work with client at all level.
- Ability to work individual and in a team.
- Good telephone etiquette.
- Good communication both (verbal & written) skills.
- Good interpersonal relationship.
- Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook)
- Problem solving and analysis.
- Record keeping and document management.
- Customer care and service delivery, Leadership and mentoring skills.
- Good Planning, Organizing and Effective Time Management.
- Presentation skills, Facilitation skills.
- Knowledge of Public Service Act, Employment Equity Act, Labor Relation Act, Public.
- Knowledge of South African Constitution & understanding of Batho Pele Principle.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Polokwane / Pietersburg Limpopo
	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1993-03-30 (31 years old)
Gender	Male
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 2018.10 iki 2020.04

Company name

Department of Correctional Services

You were working at:

Secretaries

Occupation

Admin Secretary

What you did at this job position?

- Provide administrative support function.
- Handlings of telephone call and direct them to individuals.
- Organizing, preparing agenda and take/type minutes during the meetings.
- Provide information telephonically and through Emails.
- Compiling of reports, Letter and Memorandums.
- Handling of electronic diary for director and scheduling appointments for director's meeting
- Safe keeping of files and filing documents according to the filing system and alphabetical order.
- Handling of the incoming and outgoing submission and keeping their records.
- Administer the procurement process of the branch submit requests for the office equipment, stationery and furniture.
- Distributing the documents to different offices.
- Capturing Price Quotation and print CSD reports.
- Provide administrative support and secretarial to the branch.
- Render general office administration services to the branch.
- Assets administrative, assets disposal and assets verification.
- Handling of petty cash.

Education

Educational period

nuo 2016.01 iki 2019.11

Degree

Certificate

Educational institution

Tshwane North TVET College

Educational qualification

N5

I could work

public and private institutions

Languages

Language

Speaking level

Understanding level

Writing level

English

good

good

very good

Sepedi

good

good

good

Conferences, seminars

Computer literacy in MS Office

MS Office Word

MS Office Excel

MS PowerPoint

Outlook

Additional information

Your hobbies	listening to radio (news) watching news
Driver licenses	None
Salary you wish	R12 000 R per month
How much do you earn now	R4 000 R per month