



# Ayanda Ndlovu

Curriculum Vitae (CV)

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

My varied administrative skills and training experience along with my natural ability to manage and oversee daily work tasks make me the perfect candidate for the position of Administrative Clerk with different company. As a highly skilled individual with a diploma in Administration, I'm able to leverage my abilities to contribute to the efficiency of your organization.

As noted on my resume, I am highly skilled in performing a variety of clerical duties, record keeping, accounting, budget and time reporting. I have a demonstrated ability to gather and arrange data for a number of reports, mail and documentation. In addition, I'm able to update and uphold records by using computers and manual systems and enter and maintain data and records, into computer systems.

I have acquired great proficiency in managing guests and employees of the office along with performing other tasks such as; ensuring reception area is kept tidy, distributing incoming mail, monitoring supply and inventory and coordinating with the HR department with hiring procedures. Since my duties overlap with some work of the accounting department, I have had the opportunity to devise cost strategies that cut administrative costs by 33% in a very short period of time.

|                         |                                       |
|-------------------------|---------------------------------------|
| Preferred occupation    | Administrators<br>Administrative jobs |
|                         | Receptionist<br>Administrative jobs   |
| Preferred work location | Witbank<br>Mpumalanga                 |
|                         | Middelburg<br>Mpumalanga              |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Gender               | Male  |
| Residential location | Middelburg<br>Mpumalanga  |
| 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 2015.01 iki 2019.10</b>   |
| Company name                       | Cwp  |
| You were working at:               | Administrators   |
| Occupation                         | Site Administrator   |
| What you did at this job position? | <ul style="list-style-type: none"><li>• Track and log all product inventory, ensuring there are no discrepancies or losses.</li><li>• Accept deliveries of company products and stores them accordingly.</li><li>• Order and restock new supplies.</li><li>• Compile HR Month Report</li><li>• Receive time sheets: Check accuracy</li><li>• Capture data: New appointments / Terminations</li><li>• Compiling monthly spreadsheets for payroll purposes</li><li>• Prepare bank file for salaries</li><li>• Print and distribute pay slips</li><li>• Receive customer and client orders.</li><li>• Pack and ship orders for delivery.</li><li>• Inspect all orders being received and shipped, checking for damage, defective products, and missing products.</li><li>• Report and return damaged products</li><li>• Address and resolve any complaints about products, shipping speeds, or damaged products</li><li>• Use WMS (Warehouse Management Software) programs to monitor inventory and balance accounts.</li><li>• Keep warehouse area clean and organized.</li><li>• Report to warehouse supervisor or management to alert them of any issues with shipping or receiving.</li><li>• Capturing information from attendance register into monthly register at the end of each work cycle</li><li>• Capturing new participants on MIS system and updating their details each month</li><li>• Attending to call non-payment issues and receiving unresolved critical issues to Head Office</li><li>• Doing site visit each wards</li><li>• Responsible for CWP record management and ensure that all document are filled correctly</li><li>• Facilitating disciplinary matters and grievance affecting participants</li><li>• Perform any other administrator function which management may seem necessary from time to time</li><li>• Capturing invoices for client</li><li>• Attending &amp; recording discussion of meeting</li><li>• Contacting client for interviews</li><li>• Typing, faxing, Filling, document and making copies</li><li>• Calculate labourer's hours and complete time sheet</li><li>• Opening new files for new participants in each every wards</li></ul> |

|                                    |  |
|------------------------------------|--|
| Working period                     | <b>nuo 2011.01 iki 2013.09</b>   |
| Company name                       | Water Sannitation  |
| You were working at:               | Data capturers   |
| Occupation                         | Debtors Clerk  |
| What you did at this job position? | <ul style="list-style-type: none"> <li>• Creation of files orde</li> <li>• Billing invoicing</li> <li>• Collection and allocation of payments</li> <li>Unlocking and opening of the front office in the morning.</li> <li>• Answering of telephone calls and directing them accordingly.</li> <li>• Attending to walk-in clients and customers and directing them accordingly.</li> <li>• Management of boardroom meeting schedule.</li> <li>• Stationery and first aid inventory and procurement.</li> <li>• Ordering and procurement of office cleaning materials.</li> <li>• Capturing of vehicle logbooks.</li> <li>• Travel arrangements for Management team and other personnel when needed including flights, accommodation and pick-ups.</li> <li>• Other general office administration duties i.e. scanning, typing, printing, binding of books etc.</li> <li>• Support the vision and mission of the group of companies and focus on the key drivers for performance in your area of responsibility.</li> <li>• Promoting the business with customers and stakeholders in terms of open and honest communication and delivering on promises to the customer. You need to keep us informed on your area of responsibility on a regular basis on key drivers. You will also bring to our attention any threats, opportunities and other information necessary for good governance.</li> <li>• Providing assistance with any ad hoc tasks as and when required</li> <li>• Ageing of debtors account</li> <li>• Account reconciliation at the end of the month</li> <li>• Monthly report</li> <li>• Follow up enquires</li> <li>• Send monthly accounts statement and monthly reports</li> <li>• Proper record keeping of all financial documents</li> </ul> |

**Education**

|                           |                                |
|---------------------------|--------------------------------|
| Educational period        | <b>nuo 2004.01 iki 2007.12</b> |
| Degree                    | Diploma                        |
| Educational institution   | Richtek College                |
| Educational qualification | Business Management            |
| I could work              | yes                            |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| English         | fluent                | fluent                     | very good            |

**Computer knowledge**

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microst powerpoint

Pastel

Accpac

**Additional information**

|                          |                  |
|--------------------------|------------------|
| Your hobbies             | Netball          |
| Salary you wish          | 8000 R per month |
| How much do you earn now | 000 R per month  |