



**Work experience**

Working period	<b>nuo 2019.11 iki 2020.05</b>
Company name	Dark Fibre Africa (DFA)
You were working at:	Sales executive
Occupation	Executive Assistant
What you did at this job position?	<ul style="list-style-type: none"><li>• Coordinate and manage diaries for the relevant executives.</li><li>• Schedule and reschedule appointments for internal and external stakeholders.</li><li>• Set up teleconferencing and videoconferencing in good time.</li><li>• Collate contacts list and update regularly.</li><li>• Handle all ad-hoc queries when requested.</li><li>• Take, type, and circulate minutes.</li><li>• Coordinate and prepare presentations and similar documents.</li><li>• Handle confidential correspondence and information.</li><li>• Scan, email, make copies, sort, bind, and distribute copies of documents and presentations.</li><li>• Order stationery for the Chief Sales and Marketing Officer and other executives within the division and keep stock available.</li><li>• Maintain a filing system and keep it up to date.</li><li>• Keep documents and important information in follow-up system to follow-up on time.</li><li>• Type or compile letters/schedules/tables/reports/general.</li><li>• Buy refreshments for the executive office and bar as required for functions, meetings, workshops</li><li>• Collect information, and prepare and process documents for meetings.</li><li>• Hand over documents on time to the Chief Sales and Marketing Officer and other executives within the division to enable them to prepare for meetings.</li><li>• Arrange all travel, including flights, accommodation, vehicle hire, itineraries, foreign exchange, transfers, and meetings, for the Chief Sales and Marketing Officer and other executives within division.</li><li>• Facilitate the approval process for monthly invoices from contractors and liaise with Finance for payment.</li><li>• Assist contractors to get the required IT support.</li><li>• Assist contractors with boardroom bookings.</li><li>• Print documents for contractor sessions.</li><li>• Perform any other work-related duties and responsibilities that may be assigned from time-to-time by management.</li></ul>

Working period	<b>nuo 2018.01 iki 2019.06</b>
Company name	Council for Scientific and Industrial Research
You were working at:	Finance managers
Occupation	Executive Assistant to CFO
What you did at this job position?	<ul style="list-style-type: none"><li>• Project a professional image of the office to the CFO</li><li>• Ensure appropriate communication and professional relationship is maintained with Executive Members, Board Members, Group Managers and External Stakeholders</li><li>• Maintain effective and open communication with the CFO at all times</li><li>• Prepare PowerPoint presentations for OpCO, EXCO, BOARD meetings (i.e. boardpad) etc.</li><li>• Organise meetings with internal and external stakeholders.</li><li>• Prepare agendas, meeting packs, take minutes, reports and distribute to all parties concerned</li><li>• Make follow up and keep track of action list from meetings</li><li>• Ensure that all office necessities / resources are available including proactively monitoring performance of all office equipment</li><li>• Drafting and proof reading of professional business correspondence for the CFO timeously and ensuring high level of accuracy and quality</li><li>• General management of documents filing (electronic and manual) to ensure easy access/retrieval and storage</li><li>• Efficient processing of all electronic requests and approvals e.g. e-proc, workflow, HR worklists,etc</li><li>• Efficient collection, handling and delivery of all external and confidential documents</li><li>• Efficient and effective management of CFO diary and schedule of meetings (keep track of meetings and various appointments)</li><li>• Appropriate prioritisation of work and follow up on delivery</li><li>• Screening of all correspondence to the office and ensure proper prioritisation</li><li>• Follow up on work planned and ensure adequate resources necessary are available</li><li>• Brief CFO appropriately regarding agenda of meetings and keep track of actions allocated to CFO</li><li>• Manage and coordinate all travel arrangements for the CFO - both overseas and local travels</li><li>• Do approvals to generate POs on behalf of the CFO</li><li>• Prioritise actions and outputs according to the GE's needs</li><li>• Ensure that Board papers and Audit and Risk Committee (ARC) meeting documents are drafted in time and meet Board's and Audit and Risk Committee's quality standard</li><li>• Maintain high level of confidentiality</li></ul>

Working period	<b>nuo 2013.05 iki 2017.12</b>
Company name	Council for Scientific and Industrial Research
You were working at:	Personal assistant
Occupation	Executive Assistant to Group Executive
What you did at this job position?	<ul style="list-style-type: none"><li>• Co-ordinate and follow-up with HR Management Bi-Weekly and HR Staff quarterly meetings</li><li>• Effective diary management</li><li>• Assist with in the CEO Excellence Awards and Group Executive Excellence Awards</li><li>• Track and record key HR project</li><li>• Prepare and submit OpCo packs</li><li>• Ensure appropriate communication is maintained between Executive, Board members, Group Managers and external stakeholders</li><li>• Project a professional image of the office to other Group Executives, Executive Directors,</li><li>• Board members, Group Managers and Stakeholders</li><li>• Maintain effective and open communication between Group Executive and the Management team at all times</li><li>• Prepare PowerPoint presentations for OPCO, EXCO, BOARD meetings (ensure it's accessible on boardpad)</li><li>• Organise meetings with internal and external stakeholders.</li><li>• Assist with organizing and managing corporate events, arrange catering and logistics.</li><li>• Prepare agendas, meeting packs, take minutes, reports and distribute to all parties concerned</li><li>• Make follow up and keep track of action list from meetings</li><li>• Ensure that all office necessities / resources are available including proactively monitoring performance of all office equipment</li><li>• Drafting and proof reading of professional business correspondence for the GE timeously and ensuring high level of accuracy and quality</li><li>• General management of documents filing (electronic and manual) to ensure easy access/retrieval and storage</li><li>• Efficient processing of all electronic requests and approvals e.g. e-proc, workflow, HR worklists,etc</li><li>• Efficient collection, handling and delivery of all external and confidential documents</li><li>• Efficient and effective management of GE diary and schedule of meetings (keep track of meetings and various appointments)</li><li>• Appropriate prioritisation of work and follow up on delivery</li><li>• Screening of all correspondence to the office and ensure proper prioritisation</li><li>• Follow up on work planned and ensure adequate resources necessary are available</li><li>• Brief GE appropriately regarding agenda of meetings and keep track of actions allocated to GE</li><li>• Manage and coordinate all travel arrangements for the GE - both overseas and local travels</li><li>• Run personal errands for the GE</li><li>• Do approvals to generate POs on behalf of the GE</li><li>• Prioritise actions and outputs according to the GE's needs</li><li>• Assist the GE in managing the leave</li><li>• Ensure that Board papers are drafted in time and meet Board's quality standard</li><li>• Maintain high level of confidentiality</li></ul>

Working period **nuo 2010.12 iki 2012.03**

Company name Council for Scientific and Industrial Research

Occupation Group Assistant

What you did at this job position? • Manage and maintain EBAS Manager's diary (schedule appointments, planning manager's day accordingly, conduct daily diary meetings with the Manager to discuss upcoming engagements, invitations and other requests) • Filter emails, highlight urgent correspondence and print attachments when necessary • Screen incoming calls (taking and relaying telephonic messages) and making calls on behalf of the Manager • Keep and maintain an accurate record of papers and electronic correspondence on behalf of the Manager (which includes not less than formatting, compiling and distribution of documents accordingly) • Prepare correspondence on behalf of the Manager, including drafting of general replies • Take minutes as required and prepare agendas for meetings for the EBAS team • Coordinate meetings (e.g. EBAS team leaders meetings, one-on-one meeting between suppliers and EBAS Manager, and EBAS events and organize all other requirements (i.e. • refreshments/catering, venue bookings, accommodation, transport) • Keep and retrieve files physical and/or electronic for the EBAS unit • Ensure guests meetings with the Manager are well taken care of (i.e. receiving, chaperoning visitors and supply refreshments) • Order and manage office supplies (e.g. stationery and other office equipment) • Maintain high level of confidentiality • Provide administrative services (which includes not less than receiving supplier (contractor) invoices and raise requisition/s on eProcure-to-pay for payment purposes and preparing supplier service contracts • Provide other secretarial duties to the ICT EBAS team

**Education**

Educational period **nuo 1995.01 iki 1995.12**

Degree Grade 12 / Matric

Educational institution Albini Girls High School

Educational qualification Matric Certificate

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
isiZulu	fluent	very good	very good
Afrikaans	good	good	basic

**Computer knowledge**

Outlook

Oracle

eProcure

Internet

Full MS package

**Conferences, seminars**

Excel

Certificate in Project Management 1 and 2

Word

Powerpoint

**Additional information**

Publisher

Driver licenses

B Light Vehicle  $\leq$  3,500kg

Salary you wish

30000 R per month

How much do you earn now

26000 R per month