



FADIMA LUCY MALAKOANE

OBJECTIVE

A system administrator and stock control admin .I reside in Sebokeng, Vaal .I have a 7 years working experience and i feel that am suitable for this position .I am able to work in a high pressure environment where accuracy and attention to detail are essential.This role requires confidentiality, loyalty, maturity and great communication skills. I pride myself on my ability to work under pressure and multi-task with positive attitudes. I believe i am suitable for this position because i am offering versatility office management skills and proficiency in Microsoft office programs, a problem solver who readily adapts to change, works independently and exceeds expectation.

EXPERIENCE

- **Sivuse Primary School**
Oct 2021 - Aug 2022
Administrator
 - Understanding and reviewing the way the school and all its departments function.
 - Taking into account each teacher's workload and extra activities.
 - Conducting research on professional and ongoing workshops and sharing these opportunities with teachers and other staff.
 - Attending meetings and scheduling appropriate staff team building sessions.
 - Ensuring fair allocation of burget and resources.
 - Keeping track of students successes, failures and preparing appropriate interventions.
 - Managing school security.caretakers and other ground staff.
 - Establishing and maintaining good relationships with parents, students and staff at other schools.

CONTACT

@ fma003989@gmail.com
☎ 0656693147
📍 1030 extension 2, Sebokeng zone 6

SKILLS

- •Strong organizations skills
- Excellent problem solving ability
- Attention to detail •Telesale
- Interpersonal skills
- Accountability •Communication skills •work well in a team •Work well under pressure Microsoft office programs •Advanced knowledge of our stock •Analytical skills

REFERENCE

- **Molefi Kubeka - Sivuse Primary School**
Finance
+27 60 348 6270
- **Ms Magdeline - Malakoane & Sons**
Supervisor
+27 67 932 5605
- **Ms Laurel - Filpro**
Manager
+27 83 279 1001

◦ Malakoane & Sons

Feb 2017 - Jan 2021

Office Administrator

- Welcoming visitors and directing them to the relevant office/ personnel .
- Carrying out duties such as answering phone calls, responding to emails and preparing documents , including office correspondence, memos, resumes and presentations.
- Coordinating, managing appointments and meetings.
- Performing bookkeeping tasks such as invoicing, monitoring accounts receivable and budget tracking.
- Maintaining general office files, including job files and other files related to the company's operations.
- Purchasing office supplies and equipments.
- Overseeing the maintenance of office facilities and equipments.

◦ Filpro Automotive industry

Jan 2019 - Dec 2019

Office Administrator

- Answering and direct phone calls.
- Organize and schedule appointments .
- Assist in the preparation of regularly scheduled reports.
- Update and maintain office policies and procedures .
- Develop and maintain a filing systems.
- Order office supplies and research new deals and supplies.
- Maintain contact lists.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients.
- Liaise with executive and senior administrative assistance to handle requests and queries from senior management and analysis.

PERSONAL DETAILS

- Date of Birth : 96/03/03
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Driving Licence : C1 code 10

EDUCATION

- **Sedibeng TVET College**

2014

Tourism Management N4 - N5 | Completed 2016

•Communication •Computer Practice •Tourist
Operations •Tourist Destinations • Travel Services

- **Jabulile Secondary School**

2013

National Senior Certificate | Completed 2013

•English •Sesotho •Afrikaans •Maths Literacy •Tourism
•Consumer Studies • Life Orientation