

CECILIA MAKGOTHOKGO

OBJECTIVE

To secure a challenging position within my field of study as well as to gain as much experience in the job market for personal growth and professional development. I seek challenging opportunities that will push me to showcase my full potential while contributing to the organisation's growth and overall success.



PHONE

0630589562 | 0603971379

ADDRESS:

672 phiri place mqantsa section
Tembisa
1632

✉EMAIL

makgothokocecilia@gmail.com

DATE OF BIRTH: 19/10/1995

DRIVER'S LICENSE: Code 10

LANGUAGES

English
Sepedi

INTERESTS

- ❖ Participating In Social Activities
- ❖ Research
- ❖ Physical Exercise
- ❖ Keeping Up With Current Affairs

EXPERIENCE

Medtronic Africa

Sales Coordinator Intern : Medical Surgical
15 November 2021 – 31 May 2023

Duties:

- Offer support to Surgeon during procedures in theatre.
- Inventory MMX stock counts.
- Cold call and visits on Hospitals
- Products demonstrations and support to medical staff.
- Set appointments with hospital staff.
- Building relationships with hospital staff.
- Respond to complains of customers and give after sale support when requested.
- Attending sales meetings, conference calls and training sessions.

Department of Correctional Services

Directorate: supply chain management

Finance Clerk Intern
04 March 2019- 06 November 2020

Duties:

Order office

- Receiving of requisitions for procuring of services
- Assist in searching the supplier number using the name or the Central Supplier Database (CSD) number on the quotation using LOGIS selection (ICSP).
- Assist in linking the supplier number and the purchased item control number (ICN) using LOGIS selection LSLG.
- Assist in PA on LOGIS system on selection PACP.
- Assist in Approving the PA on selection PAAP by modifying the supplier number, the quantity, and the unit price, calculate the VAT (15%) if the supplier is a VAT vendor.
- Assist in overriding the system to generate an order, the batch runs immediately.

Authorize Order

- Assist in Authorizing orders on LOGIS (PI) by authorizing it then print, stamp and be signed by the supervisor.

Adding of over expenditures

- Assisting in Adding of over expenditure to an order when there are no funds available to the item requested, it is added on LOGIS (PI) and the Budget over Expenditure (BOE) number will generated then the order will be printed.
- Do Enquiries on Invoices, Credit Notes, and Disallowances, Back Dated Price Increases.

EDUCATION

**Tshwane North TVET
College**

*National Diploma in Public
Management- 2020*

**Kolobetona Secondary
School**

Grade 12: 2013

SKILLS

- ✦ Excellent
Communication and
Interpersonal Skills
- ✦ Client Service and Time
Management
- ✦ Multitasking
- ✦ Analytical and Logical
Reasoning
- ✦ Leadership and
Management
- ✦ Computer Literacy and
Microsoft Office
- ✦ Teamwork and
Collaboration
- ✦ Administration and
Organization

REFERENCES

Lebo Leseilane

Medtronic Africa

Supervisor

Lebo.leseilane@medtronic.com

0664761084

Lesego Mooketsana

Department of Correctional
Services

Assistant Director

Lesego.mooketsana@dcs.gov.za

0767811541

Thembelihle Dlamini

Department of Correctional
Services

Senior Administration Officer

ThembelihleDlamini@dcs.gov.za

0843448902

- Send Payments through to the Financial System and re-submit transactions.
- General Enquiry's on LOGIS.

PAYMENTS OFFICE

- Receive the original invoice and copy of delivery note from the supplier and transit to capture on LOGIS.
- Assist in Capturing and pre-authorize all payments to be made to the supplier.
- Assist in capturing any credit notes received from suppliers on the system and authorize it.
- Assist in capturing any dis-allowances on invoices received from suppliers on the system.
- Assist in capturing any memo received from treasury for backdated price increases and the preauthorization.
- Forward the relevant documents to the financial delegate for final authorization of payments.
- Ensuring that the relevant approval was obtained before any advanced payments are made to the suppliers.

Boitumelong Secondary School

Administration Clerk/Volunteer

01 August 2018 – 01 March 2019

Duties:

- Assist with data management of the school by presenting the captured data in various reports needed by the SMT, e.g. reports on weekly/ monthly/ quarterly attendance, learner performance, learner failures, LTSM per subject and Grade, furniture and other assets
- Rendering financial administration support services including the collection of funds, banking, managing financial books.
- Render HR administration support services, including payroll verification and dealing with enquiries and correspondence related to employment.
- Deal with the collection, duplication and distribution of information and documents.
- Render general administration support services, including typing, filling, reception and switchboard duties.
- Planning, organizing and provide administration Support of the directorate.
- Dealing with SA-SAMS at the administration office.