

Nthateng Sechelo

Social Auxiliary
Worker/Administrator



nthatengs@gmail.com

(+27)78 190 4325

Springs, Johannesburg

South African

C1

Female

Nthateng Sechelo

EDUCATION

Social Auxiliary Work, Luxe Training College

2015 – 2016 | Johannesburg, South Africa

- I studied to obtain my Social Auxiliary Work Certificate at Luxe Training College for 12 months.

National Senior Certificate (Matric), Protea High School

2011 – 2014 | Johannesburg, South Africa

- National Senior Certificate NQF Level 4 (Matric Certificate).

PROFESSIONAL EXPERIENCE

SF International, Office Administrator

Jul 2022 – present | Johannesburg, South Africa

- Office administration
- Bookkeeping
- Manage phone calls and compliance (e-mails, letters and packages)
- Booking and Receiving Orders/Parcels
- Keep stock of office supplies and place orders when necessary
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Manage agendas/travel arrangements/appointments for the upper management
- Assist colleagues in the warehouse and offices whenever necessary

Merit Medical, Warehouse Administrator

Mar 2022 – Jun 2022 | Johannesburg, South Africa

- Logistics
- Auditing
- Picking orders, closing orders and packing orders
- Waybill creation for orders
- Stock count/control of the products in the warehouse
- Receiving stock through a BPA Gun
- Labelling and sorting boxes
- Sending and replying to emails

Merit Medical, Reception

Oct 2021 – Feb 2022 | Johannesburg, South Africa

- Managing the front desk.
- Handling the switchboard.
- Sorting and organising the file work.
- Attending to customers in reception.
- Answering incoming calls and emails, making work related calls and emails.

Merit Medical, Customer Service Agent

May 2021 – Sep 2021 | Johannesburg, South Africa

As a Customer Service Agent under the Youth Employment Service Programme, my role was to assist the Customer Service Specialist with:

- Taking orders from customers
- Processing orders
- Checking and replying to customers emails
- Creating, sending and filing Invoices

The Greater Benoni Child Welfare, Social Auxiliary Worker

2017 – 2019 | Johannesburg, South Africa

- As a Social Auxiliary Worker, my role is to assist Social Workers with their daily tasks, which include administrative work, home visits, telephonic and physical interviews with clients, form filling, minute taking, typing, filing and community work.

SKILLS

Microsoft Office ● ● ● ● ●
Microsoft word, outlook

Excel Spreadsheet ● ● ● ● ●
Tables, calculating, listing, charts

Google & Gmail ● ● ● ● ●
Searching, sending professional emails

Oracle ● ● ● ● ●
Invoicing

Citrix ● ● ● ● ●
Processing Orders

Foxmail ● ● ● ● ●
Sending and receiving emails

Typing ● ● ● ● ●
Keyboard

Switchboard ● ● ● ● ●
Forwarding inbound/outbound calls

Verbal Communication ● ● ● ● ●
Professionally outspoken

Reliability ● ● ● ● ●
Truthful, punctual and organised.

CERTIFICATES

Social Auxiliary Work Certificate
NQF Level 4

Matric Certificate
NSC

Work Readiness Program Certificate
Obtained/Completed

Youth Employment Service Programme Certificate
Obtained/Completed

PROJECTS

Community Project,
Community work/service
2018 – 2019
Launched a community work project where food and clothes were donated to the less privileged in my neighbouring community.

LANGUAGES

English ● ● ● ● ●
NSC

Sesotho ● ● ● ● ●
HL

Sepedi ● ● ● ● ●
HL

Isizulu ● ● ● ● ●
FAL

Afrikaans ● ● ● ● ●
FAL

INTERESTS

Reading (Book collecting and reading),
Audio books (Listen to books),
Writing (Freelance writing),
Sketching (Drawing pictures and characters)

COURSES

Youth Employment Service Program,
Merit Medical
May 2021 – Jun 2022 | Johannesburg, South Africa
I practiced and gained practical experience in various positions while at Merit Medical under the Y.E.S Program.

Work Readiness Program, Tradesman Consulting
Feb 2020 – Mar 2021 | Johannesburg, South Africa
A course where I learned work etiquette and behaviour.

REFERENCES

Kgomotso Mavuso, *Sales Rep Regional Manager*,
Adcock Ingram
KgomotsoM@adcock.com

Sibusisiwe Nkomazana, *Accountant*, SF International
0113976746

Khumo Molamo, *Accounts Manager*, SF International
0113973167