

CONTACT



NTSAKO JESSICA SHIKUNDU

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Braamfontein
Leyds street 1
2001

PERSONAL DETAILS

Date of Birth : 26/05/1999

Nationality : R.S.A Citizen

Gender : Female

Profile : I seek challenging opportunities where I can fully use my skills for the success of the organization. I'm a self motivated , ability to work under pressure and to work with people of different cultures and backgrounds has also proved to be one of my greatest strengths.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges. To enter a career that will challenge my abilities and continuously develop my ambition in the competitive world of business. I'm target driven ,creative, goal orientated and team player

SKILLS

Networking

Time management

Communication and negotiations

Leadership and problem solving

Computer proficient (Microsoft word , Excel and PowerPoint)

LANGUAGES

English

Xitsonga

Spedi

Venda

Isizulu

EDUCATION

2021

Basopa high school

Grade 12

EXPERIENCE

01/03/2022 -
06/07/2023

H & T Empire Pty

Office Administrator

Communication: Answering emails and phone calls, and interacting with staff, clients, and vendors

Scheduling: Booking meetings, arranging travel, and scheduling events

Organization: Preparing, organizing, and storing information, and maintaining internal databases

Time management: Prioritizing tasks and meeting deadlines

Administrative support: Maintaining office systems, ordering supplies, and ensuring compliance with policies

Liaison: Working with suppliers, contractors, and other departments

Record keeping: Taking meeting minutes, updating computer records, and keeping track of office supplies

Administrative tasks: Typing letters and reports, printing and photocopying, and arranging post and deliveries

Supervision: Delegating responsibilities to staff members and supervising them

Customer service: Greeting visitors at the reception desk

REFERENCE

Henry Shivambu - H & T Empire Pty

Manger

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