TINYIKO MAKHUBELA

Construction Administrator | Site Administrator | Project Administrator | Quantity Surveying Assistant | Document Controller



djmaxifunksa54@gmail.com 0789684163 Midrand

South African 0411256371088 End of the month

Results-driven Construction Administrator with over five years of administration experience across construction, sales and office management. Experienced in paving measurements, quantity calculations, invoicing, payment claims, contract administration, document control, project coordination and Microsoft Office.

Professional Experience

Paver & Construction Administrator, *Vitacon Trading & Projects* 01/2026 – Present

- Measure paving quantities (square metres).
- Prepare invoices and payment submissions.
- Compile and manage contracts.
- Capture, update and store company information.
- Maintain filing systems.
- Support Quantity Surveyors and Site Agents.

Sales Administrator, *Zanethemba Services* 02/2024 – 12/2025

- Prepared quotations, proposals and contracts.
- Maintained customer records and reports.
- Provided customer service and sales administration.
- Managed documentation and filing systems.

Chief Administrator, *All Diamond Risk Solutions* 03/2021 – 11/2023

Managed office administration, budgets, reporting, supplier relations and projects.

Education

Grade 11, *Eqinisweni Secondary School*

Currently completing National Senior Certificate (Matric).

Professional Skills

- Construction Administration
- Project Administration
- Paving Measurement
- Interim Payment Claims
- Document Control
- Project Coordination
- Data Capturing
- Microsoft Excel
- Microsoft Outlook
- Communication
- Time Management
- Site Administration
- Quantity Measurement
- BOQ Support
- Construction Documentation
- Contract Administration
- Office Administration
- Records Management
- Microsoft Word
- Customer Service
- Problem Solving

Certification

Explain and Perform Fall Arrest Techniques When Working at Height

- Unit Standard 229998
- NQF Level 1
- Credits 2
- Certificate No. INT/0025425
- Issued: 2026-06-30
- Valid Until: 2028-06-24