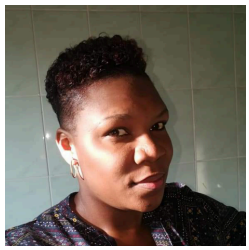
CONTACT

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OBJECTIVE

I aspire to join a collaborative work environment where my strong communication skills and team oriented mindset can help drive collective achievement.

EXPERIENCE

1 Nov 2022 - 28 Aug 2023

- **Front desk administrator**
  Waxit
  Opening and closing the shop
  Booking appointments via calls, email and WhatsApp
  Assisting clients with making their appointment
  Welcoming clients and taking them to their designed therapists
  Assisting with payment and cashing up
  Asking if they had a great experience with us
  Making sure the shop is clean and neat at all times
  Monthly stock taking
  Counting of stock on a daily basis
  Making of roster and supervising

20 Nov 2017 - 26 July 2022

- **Receptionist and switchboard operator**
  Aero-link Consulting cc
  Switchboard operator

  Handling outgoing, interoffice or incoming calls
  Operate PBX or private branch exchange switchboards to facilitate connection
  Take and relay messages
  Announce when visitors arrive
  Relay important information
  Handle emergency calls
  Assist customers in making phone calls
  Research and advice on rates
  Assisting clients with other queries
  Perform receptionist function as needed

  HR administration duties

  Organize and maintain personnel records
  Update internal database e.g sick leave, annual leave
  Prepare HR documents like employment contracts, inductions and new hire guide
  Revice company policies
  Liaise with external partners like insurance vendors and ensure legal compliance
  Create regular reports and representation on HR metrics
  Assist employees with HR queries in regard with HR
  Assist the HR manager providing relevant employees information
  Arrange travel accommodation and process expence form
  Participate in HR projects
  Sitting on interviews and disciplinery hearings
  Vetting of cv's
  Booking of interviews and shortlisting of the good candidates

Oct 2009 - Sep 2015

- **Administrator / FSA**
  Tsafrika Catering Solutions
  Capturing invoices
  Preparing of regular scheduled reports
  Develop and maintain filing system
  Order office supplies, stock and kitchen utensils
  Reconcile expense report
  Filing vending machines
  Helping cashiers to cash up at the end of shift
  Banking cash twice a week
  Assisting in the kitchen
  Cook for functions

Serving customers

Apr 2008 - July 2009

- **Housekeeper**
  Emperor's Palace
  Cleaning guest rooms mid stay and after departure
  Making beds
  Replacing dirty linen
  Restocking of guest rooms
  Removing garbage
  Notifying the maintenance department of any broken appliances

EDUCATION

2005

- **Thuto ke maatla comprehensive school**
  Matric
  12

SKILLS

- Communication skills
- Attention to detail
- Customer service
- Leadership
- Teamwork
- Time management
- Multitask
- Prioritizing tasks
- Work under pressure

REFERENCE

- **Mahlodi Tolong - Waxit**
  Facility manager
  0685121770

- **Maishe Mashego - Aero-link Consulting cc**
  Human resources manager
  0845773946

- **Mokgadi Moetjie - Tsafrika catering solutions**
  Food service manager
  0832595473