## BASAMBILU ASHLAR MBHOMBI

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## Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my Clerical/Admistrative skills and Knowledge appropriately.

## Experience

*01 April 2018 - 31 July 2020*

**Department of education**
Office administration clerk
IN THE REGISTRY SERVICES

Switchboard operating

Sorting mails per school and depositing in the schools Pigeon Hole

Sort and distribute incoming and outgoing post.

Photocopying

Filing documents as per appropriate filing system

Maintain Files

Deal with any administration registry service enquiries.

IN THE GOVERNANCE MANAGEMENT SECTION

Collect data, compile and capture data for SA-SAMS and send database to relevant office /institution

Develop management plan for school monitoring by manager.

Communicating with schools on governance issues

Arrange meetings and workshops, prepare agendas, attendance registers and catering for meetings and workshops

Minutes recording/writing during governance meetings

Photocopying and filing governance document

Typing governance reports and other correspondence

Keep record of learner absenteeism

IN THE HUMAN RESOURCE SERVICES

Perform human resource support service pertaining to:

- Leave management
- Ensure verification of payrolls
- Assist in attending any administration employment enquiries

IN THE SCHOOL FINANCIAL MANAGEMENT

Checking compliance on principals claims

Monitoring schools on

- Financial management
- Policies and documents legislated by South Africa School Act (Sasa)
- SGB Meeting holding

Assets management

Curriculum matters requiring SGB support

Assist in purchase order and invoicing

Ensure school Tour Safety

Processing application of educational Tour

Keep record of incident register

Report on scholar transport

**Elim Circuit office (Hlalelani primary school)**

*01 November 2021 - 31 August 2022*

Education assistant / Admin clerk

IN THE OFFICE

Sort and distribute incoming and outgoing post

Photocopying

Filing documents using appropriate filing system

Data capturing of learners information in the SA-SAMS/ EMIS platform

Provide information and communication Technology support to Teachers and learners

Typing of any school documents as needed by the principal or deputy principal

Assist teachers on how to integrate ICT in the room

Responsible for charging and safe keeping of school's ICT equipment

Assist school administrator to capture learners information in the SA-SAMS/EMIS Platform

Issuing of school material to the needy classroom

**Makhado Local municipality**

*01 January 2017 - 31 December 2017*

Admin clerk

IN THE COMMUNITY SERVICES SECTION

Capturing traffic fines

Printing end of day registers and reports

Printing and issuing of warrant of arrest

Checking and verification of warrant of arrest and traffic fines as needed by traffic officers

Prepare payment to magistrate office for warrant of arrest issued

Prepare payments for security companies tendered to the municipality office

Filing of all traffic fines, printed day registers, report and prepared payments

IN THE LICENCING SECTION HELP DECK

Provisioning of licensing forms to clients

Assist clients with completion of the following licensing forms:

Notification of change of ownership and address of organization /person

Application for learner and drivers license and professional driving permit

Registration and deregistration of motor vehicles

Temporary /special permit

Application for duplicate registration /deregistration certificate

Declaration in respect of lost documents

Application for roafworthiness certificate

IN THE SUPPLY CHAIN MANAGEMENT

Checking compliance of Tender/Bids document received

Filing Tender/Bid documents per service rendered/goods received

**NYDA (National Youth Development Agency)**

*14 October 2016 - 07 December 2016*

Admin clerk

Photocopying

Typing of any school documents as needed by the principal or deputy principal

Filing documents using appropriate filing system

Deal with any administration registry services enquiries

## Education

*2016*

**Tshwane college of commerce and computer studies**

Diploma in office administration

360 credits

*2011*

**Avuxeni academy**

Diploma in computer literacy

*2012*

**Lemana high school**

Matric

12

## Skills

Good communication skills (verbal and writing skill) Time management, Computer literacy skills ( Ms word, Ms Excel, Ms Outlook, Ms PowerPoint, Ms publisher), Report writing, Interpersonal skills, Diversity management, Conflict management, Honesty and integrity, Self-discipline, Ability to work under pressure, Team management skills and Problem solving skills.

## Reference

**Mr Zitha N. J - "Department of education "**

Personnel officer

0797126304

**Mrs Mdaka T. R - "Department of education "**

Circuit Manager

0829532900

**Mrs Dorcus Netshilaphala - "Makhado Local municipality "**

Head of community services

0155193000

**Mrs T. D Chauke - "HLALELANI PRIMARY SCHOOL "**

Principal

0764835148