Ndumiso Thabani Ntshalintshali

Project Administrator / Data Capturer/
Billing Administrator

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard-working individual looking for a challenging position where I can showcase my skills I have advanced knowledge in MS Words, Excel, Pastel and Power Point & Access which I can contribute to the growth of the organization.

CONTACT

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0639164436
124 Fifth Str
Endayeni
Tembisa
1632

EXPERIENCE

PROJECT ADMINISTRATOR.

TRAINING FORCE

SEP 2021 – AUG 2023.

- Collaborated with management and fellow supervisors to organize operations and achieve demanding schedule targets.
- Delegated assignments based on plans, project needs, and knowledge of individual team members.
- Capturing, uploading, and maintaining required learner information on the Learner Management System (LMS).
- Report on issues and risks to the Project Manager regarding class and host site attendance.
- Order new training / project supplies and materials prior to the start of each cluster within the required timeframes
- Manage project schedules, communicate to learners about training dates and venues, monitor learners host site attendance and file paperwork regularly

BILLING ADMINISTRATOR.

SIMUKWE AIRCONDITIONING & REFRIDGERATION SUPPLIES

NOV 2023 – 2024

- **Invoicing/Quotation and Data Entry:**

-Processing Invoices: Billing administrators handling the creation and processing of invoices for goods or services provided by the company.
-Data Entry: Gather and organize customer's information, prepare billing data, and maintain accurate databases.

- **Communication and Customer Service:**

-Client Interaction: Communicate with clients regarding billing inquiries, payment reminders, and overdue accounts.
-Reports: Produce regular reports related to billing and collections.

- **Administrative Tasks:**

-Record Keeping: Maintaining accurate records of financial transactions and billing history.
-Confidentiality: Adhering to strict confidentiality guidelines.

ABOUT ME

I am an enthusiastic, self-motivated, reliable, responsible and hard-working person. I am a mature team worker and adaptable to all challenging situations. I can work well both in a team environment as well as using my own initiative. I can work well under pressure and adhere to strict deadlines.

EDUCATION

Ekukhanyiselweni Christian School
Grade 12
National Senior Certificate

National Certificate: Information Technology – EUC

National Certificate: Business Administration

SKILLS

Communication
Management
Adaptability
Problem Solving
Teamwork

Reference

Project Manager Training Force
Mbali Simelane
0119746633 / 0643203449

Manager Simukwe Air-Conditioning
Sboniso Ndlovu
0782397458

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DATA CAPTURER.
MIET AFRICA

JAN 2024 – TILL DATE

- **Capturing data**: Capturing and entering data from bio medicals into a database
- **Verifying data**: Ensuring data is accurate and up to date
- **Reporting data**: Preparing reports for submission to the Department of Health, health facilities, and other organizations
- **Maintaining data quality**: Conducting data quality assessments and audits to ensure data is accurate and of high quality
- **Conducting back-ups**: Backing up data daily
- **Printing reports**: Printing facility data reports
- **Interacting with colleagues**: Working with project management and other colleagues to ensure project objectives are met
- **Filing and administrative duties**: Undertaking filing and administrative tasks as required