

CHARLOTTE MWALE

OFFICE ADMINISTRATOR/SDF OFFICER

PERSONAL HISTORY

I have been an Office Administrator for many years with plenty of corporate experience and technical knowledge to offer to the position.

TALENTS & SKILLS

- Highly knowledgeable of administration
- Good working skills and time management
- Excellent communication skills
- Expert at building good working relations with clients

CONTACT INFORMATION

Address: 27547 Eagle-Owl Street
Protea Glen Ext 24, Soweto 9999
Phone: (073) 136-3595
Email: charlalomwale@gmail.com

CAREER HISTORY

Senior Administrator/SDF Officer

Kabelano Training Solutions | February 2021 to July 2022 Fixed Term Contract

- Record keeping of company documents
- Application of accreditation for company with different SETA's
- Ensuring Compliance with legal documents
- Ensuring registration of company as a service provider and acquire vendor numbers
- Search for businesses opportunities and apply for advertised requests and tenders
 - Apply for WSP/ATR grants and conduct skills audit to employee and management
 - Ensuring the company comply with WSP/ATR requirements

Office Administrator

People Solutions | July 2018- February 2020 Retrenched

- Operating Switchboard, booking appointments, binding training material
- Compilation of tenders, maintaining supplier database and liason with stake holders
- Ensuring completion of attendance registers and send to HR, obtaining quotations, invoices
- Enrolling Learners on LMIS programme, attending funding SETA meetings and knowledge of project government structures
- Uploading and updating registers and learner information in Mycito programme
- Arrange logistic of sending and receiving goods

Office Administrator/Document Controller

Ordained Trading | July 2018- February 2020 Fixed Term Contract

- Update and manage company documents is the document register
- Compilation of tenders, maintaining supplier database and liason with stake holders
- Ensuring completion of attendance registers and send to HR, obtaining quotations, invoices
- Update and manage asset register
- Creating quotations, invoices and purchase orders following the ISO 9001 2008 procurement process
- Arrange logistic of sending and receiving goods
- Renewing company documents
- Booking machines for construction site and accomodation
- Recording all email communication of projects
- Balancing time sheets and send to HR monthly
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Senior Administrator

Netpoint IT Solutions | January 2012 - November 2013
Career Growth

- Operating switch board
- Record keeping of stock (IT Consumables)
- Updating and maintaining supplier database to government and private sector
- Preparing required documents for tendering
- Doing sales with government sector
- Search, compile and submit professional tenders
- Ensuring compliance for tender submissions
- Creating invoices on Pastel program

Admin Clerk

Impala Platinum Mine | February 2008 - August 2008
Contract

- Booking new employees for initial and exit medical
- Arranging bookings and admissions
- Capturing employee information on SAP system
- Opening files with employee personal information
- Booking medical check up for employees with chronic conditions

Office Administrator

OPS Construction Group | January 2007- January 2008
Company Closed

- Operating Switchboard
- Handling of petty cash and filling
- Capturing working hours and send to HR
- Creating quotations, invoices in excel programme
- Compilation and submitting tenders
- Ordering office stationary and PPE clothing
- Submission of leave forms to HR

Data Capturer

Department Of Education | April 2006- December 2006
Contract

- Quality Check of ISBN codes
- Creating and submitting progress reports weekly
- General filling of schools as per regions
- Capturing of textbooks and training manuals in excel programme
- operating Switchboard

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Data Capturer

(HSRC) Human Science Research Council |
February 2010 - June 2010 Contract

- Capturing HIV statistics from field workers
- Capturing HIV and TB results of new infections for per province
- Updating unemployed statistics of youth per province government and private sector

Qualifications

High School : Community Development Centre
Highest Grade Passed : Grade 12 Year 2004

Subject Passed

- Setswana
- English
- Geography
- Mercantile Law
- Computer Studies

Institution : Extensive ICT Academy :National
Certificate in Information Technology NQF Level 3
Year 2008 to 2009

Completed Modules

- MS Word
- MS Power Point
- MS Outlook
- MS Excel
- MS Access
- MS Publisher

Institution : Mikis Placement and Training
Academy : Certificate in Pastel Pastel Accounting
and Bookkeeping Year 2009

Completed Modules

- Business Communication
- Bookkeeping
- Pastel

Institution : Centurion Academy: Certificate in
Microsoft Excel Level 2 Year 2015

Completed Modules

- Working with graphs/pies
- Doing calculations with spreadsheets
- Editing information and general use of calculations

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Institution : NOSA: Certificate in ISO 9001: 2008
Introduction Training Course Year 2015

Institution : NOSA: Certificate in ISO 9001: 2008
Implementation Training Course Year 2015

Institution : Staff Training: Front Reception
Certificate Year 2018

Currently Studying SDF Course

References

Kabelano Training Solutions

Mr Simon Phalane
Managing Director
014 050 0006/0717362257

People Solutions

Mr Oscar Mushapaidze
Manager
011 807 4830/072 5582 599

Ordained Trading

Mr Bheka Mkhondo
CEO
013 692 3036 /073 257 5319

Netpoint IT Solutions

Mr Kabelo Malela
CEO
012 387 6087 /076 116 9912

Impala Platinum Mine

Mrs Eva Maimane
Supervisor
014 569 0152

Human Science Research Council

Mr Joel Makhubela
Project Manager
012 302 2127