



Baakabetse Debra-violet Ngati

Plot 61 Princess Roodepoort Johannesburg

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Administrator and Receptionist by professional with high good quality offering. Who have knowledge of 7 programs such as, Microsoft office skills, Sap Crm, Ibis, Arch, Symphonic, BetterData. Welling to learn more.

Professional Experience

City Of Tshwane Municipal

01/2022 - 09/2024

Administrator and Receptionist

Contact

- Sending out invitations for meetings
- Capturing of Minutes and Agendas
- Capturing of Meter Adjustments
- Capturing of Fleet information
- Booking Fleet for services
- Check list to-do-list every weekly
- Capturing Epwp participants
- Using BetterData to capture Budget
- Capturing of complaints on Sap Crm
- Issuing of Job cards to Artisans and Assistant Artisans
- Ordering uniforms on Sap
- Ordering stationery for the office
- Organizing of meetings

Food Lovers Market Woodlands

10/2007 - 05/2019

Admin Clerk and Receiving Clerk

Company Closed

- Capturing of stock received GRV & AFC
- Capturing stock taking on Arch system
- Capturing transfer and waste sheet
- Assisting on weeked at Till point - void and returns
- Capturing of cash up and ordering change from Absa

Education

Tshwane North TVet College

07/2019 - 06/2021

Management Assistant - Diploma

- N4-N6 Management Assistant

PHL Moraka Secondary School

01/2006 - 12/2006

Matric - Grade 12

Key Skills

- Communication & Computer Literacy
- Customer service & Time Management
- Flexibility & Attention to detail

References

Thabang Nyalungu - Technical Engineer, City Of Tshwane Municipal
0766381845 | ThabangNya@Tshwane.gov.za

Sipho Mashego - Foreman, City Of Tshwane Municipal
0123587475 | Sipho.Mashego@Tshwane.gov.za

Jeannette Korting - Manager, Food Lovers Market
0129972450