



KHUTSO ADELAIDE MATHIBA

A well mannered young lady equipped with extensive experience in Admin for more than 12 years. Employs excellent leadership skills and multi-tasking strengths. Works well under pressure and also a good team leader.

Contact

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Madiba Park, 0795

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Age- 31

Driver's License – Code 10

Education

- Modubatsi High School – Matric – 2010
- Arise Business College – Certificate in Computer - 2006
- Letaba FET College – Management Assistant (N4 & N5)- 2012

Highlights

- Works well under pressure
- Exceptional interpersonal skills
- Planning, organization and numerical skills
- Ability to maintain confidentiality
- Highly responsible and reliable
- Computer Literate
- Good time management skills
- Good communication skills

Experience

Admin Clerk - 10/2022 to 07/2023

SBK Security- Polokwane

- Answering Calls
- Creating job Cards
- Typing quotations and invoices
- Sending and receiving emails
- Welcoming of clients
- Compiling tender documents
- Data Capturing and typing of invoices and Quotations

Receptionist – 06/2020 to 10/2020

ANOVA Health Institute - Polokwane

- Setting up meetings
- Welcoming of clients
- Answering Calls
- Printing, Scanning, Making copies and Binding documents
- Typing quotations and invoices to send to clients
- Filing and Data capturing
- Filing and capturing ,monthly reports

Insurance Broker - 06/2018 to 07/2020

BJ Brokers- Polokwane

- Building relationships with clients negotiating deals with clients.
- Closing deals.
- Analysing data and market trends.
- Processing sales transactions.
- Demonstrating a solid understanding of the company's products or services.
- Networking to attract potential clients.

Receptionist- 08/2016 to 10/2017

Bendor Internet Cafe

- Filling up tender documents
- Setting up meetings and attending briefing sessions
- Answering Calls
- Printing, Scanning, Making copies and Binding documents
- Typing quotations and invoices to send to clients
- Filing and Data capturing

Receptionist – 03/2013 to 06/2015

Polokwane Royal Hotel

- Issue clock cards during clocking in procedures
- Book Rooms for clients
- Answering calls
- Calculate labor per activity and submit sheets to the office
- Ordering materials and creating quotations
- Sending out quotations and invoices
- Capturing data and completing monthly progress reports and submit invoices

Reference

- Ms MP Moabela- SBK Security – 078 438 7522
- Karabo Maponya – Manager Bendor Internet Café – 079 174 9799
- Senosha P – Anova Health Institute – 015 001 8528
- Molleen Gonyoro – Nj Brokers – 063 958 1681