

THEMBEKILE R NGUBELANGA

OFFICE ADMINISTRATOR

Contact Me

Mobile

+27615461477

E-mail

thembe.ngubelanga@gmail.com

Address

J329 Happy Khumalo Street,
KwaDabeka Pinetown South Africa

Birth Date

05/Apr/1991

Languages

English, IsiZulu and IsiXhosa

Skills

Canva designs

Communication skills

Office administration

presentations

CRM Systems

Proactive

Telephonic skills

Computing Skills (Microsoft word,
Excel, PowerPoint, access and email
management)

Proactive

Public Relations/

Stakeholder

Management

Decision Making

Leadership and Supervision

Summary

I am a 33-year-old ambitious female who is prepared to achieve the desired goals of the Job description. I am a hard worker, self-motivated, goal oriented individual who is always looking for a challenge to enhance my skills and knowledge, I like to interact with other people and adapt easily to different kinds of environment. I have good communication skills, telephone skills. I have since developed my desire in the civil society, NPO and the Commercial Society. I can work different shifts and under pressure,

Education

2023 – To Date

UNISA

Dip Public Relations

2014 - 2015

Elangeni TVET College

Management Assistant N5

2010 - 2010

Open Air School

Matric

Experience

Interest

Reading and updating my technological skills.

Oct 2022 - To date

References

Lauren Jacobs

Hollywood Bets
+27 71 481 1771

Ms T. Majola
Hollywood bets
0681817902

Ms T. Shezi
Delectable Events and Marketing
078 739 5757

Miss N. Zuma
Health Systems Trust, 076
359 4868/ 062 150 4868

Miss T. Mbatha
Izindondo Community Projects
064 632 2983/078 080 7428

Mr. Mthandeni Mkhize
Melitha International Development
084 861 8058

Awards

Gagasi FM Shero Award winner
(2019) Public Speaking semi finals
winner (2010)
Activate Change Drivers Leadership
Training (2018)
Dreams Facilitator Training (2016)
Social Development Community
Development Training (2017)

Hollywood Bets

Marketing Administrator

I am responsible for:

Garrison - updating clocking times for team members.
Managing Credit Cards for the Gifting Department and Brand Department
Storeroom inventory
Petty Cash
Compiling of briefs
Stationery managing
Order number Processing
Presentations, emails and calls (teams and Telephonic)
Monthly, weekly and daily Reports
Management
Supplier Database Managing
Marketing Floor Plan Meeting/Board room
bookings
Booking for company car.
Accommodation booking
Transport/flight bookings
Administration assistance to all Marketing
Departments.
Stakeholder engagements
Spreadsheet updating/ data capturing
Stock control/ quotation and ordering.
Maintain Asset Spreadsheet
Assist with accounts for events

Feb 2021 - Dec
2021

Delectable Events and Marketing

Marketing Administrator

I was responsible for achieving the following:

Client welcoming
Appointment bookings
Meeting setting (board room setting)
Customer care
Petty cash flow
Incoming and outgoing mail monitoring
Presentations
Photocopying, binding and e-mailing
Company diary managing and car booking
Minutes writing
Weekly and Monthly scheduling
Events Planning Team
Communicate brand virtues
Conduct Market Research

Dec 2018 - Nov 2020

Health Systems Trust

Youth Ambassador/Registry Clerk/Data Capturing

I was responsible for delivering the following:

Ensuring that the youth are able to utilise the clinics and they are given Proper services.

Facilitating support groups for AYFS and HIV/AIDs & TB sessions inside and outside the facility (Clinic)

Organizing and planning of outreach condom drives and mobilizing of youth to the HT services

Helping OVC and psychologically affected youth by having one on ones and referring for psychosocial if needed

Organising and planning health events and campaigns

Organising and facilitating health talks

Unfinished Business tracking and tracing (case managing 0-19 years patience)

Referring for disclosure assistance to psychosocial Building relationships with Parent and child living with HIV CCMDD support club's facilitation.

Filing Clerk and Data capturing assisting

Overseeing and tracking of ART clients (defaulted and those with HVL) in the Health facility

Pre-Pulling and pulling out of files and filing, Capturing and updating of clients' files on Tier

Compiling weekly, monthly reports, Bwise registrations and Case management

HPRS registration

Data capturing (outcoming clients, running missed appointments dates lists and troa, adding newly initiated clients on Tier.Net and updating of files)

NHLS results tracking and HIV patient tracking

Telephone answering and Doctors 'Diary management



June 2015 - Feb
2016

Izindondo Community Project

Co-ordinator Assistant

My Key Performance was on:

Facilitating trainings and workshops for young people

Writing monthly and yearly reports

Administration

Presentations

Life skills program for schools

Attending coordinators monthly meeting

Arranging and attending meetings with stakeholders

Organising awareness campaigns and events

Approving weekly and monthly plans created by the team

Coordinating youth camps and study camps

April 2016 - Jan
2018

Melita International Development

Facilitator Supervisor

I was expected to deliver the following and I did:

Data capturing as we worked on targets and we had to capture that then it's forwarded to the head office

Administration

Presentations

Public speaking

Organising events and Awareness campaigns

Facilitate youth programs (DREAMS- Let's Talk)

Facilitate life skills in schools

Report writing