

Esther Nombulelo Bosman

Logistics and Support Administrator

Kuruman, Northern Cape, South Africa

Mobile: 0796009777

Email: esther.bosman9@gmail.com

LinkedIn: www.linkedin.com/in/esther-nombulelo-bosman-3b2a3072

Summary

Experienced Logistics and Support Administrator with a strong background in education, client management, and administrative support. Skilled in coordinating training logistics, stakeholder engagement, and data management. Passionate about improving access to learning opportunities for children. A strong communicator, with a proven track record of working effectively in dynamic teams. Seeking new opportunities to apply my skills in a fast-paced work environment.

Top Skills

- **Client Management:** Maintain and grow a strong client base.
 - **Business Development:** Identify new business opportunities and maintain a healthy pipeline.
 - **Customer Service:** Respond to new and current client inquiries regarding complaints and service.
 - **Stakeholder Engagement:** Establish and maintain positive relationships with key stakeholders.
 - **Logistics & Coordination:** Organize and manage logistics for events and training sessions.
 - **Data Management & Reporting:** Capture, analyze, and review data for project reports.
-

Certifications

- 120-Hour Teaching English as a Foreign Language (TEFL) Certificate
 - Cambridge Teacher Knowledge Test (TKT)
 - Class of Business: Long Term Insurance
 - Class of Business: Short term insurance Personal lines
 - Class of Business: Investments
 - Microsoft Digital Literacy
-

Professional Experience

Oxford University Press

Logistics and Support Administrator - Early Grade Reading Programme 2

March 2024 - Present

Kuruman, Northern Cape, South Africa

- Coordinated with the National and Northern Cape Departments of Education for coaching schedules and workshops.
- Organized logistics for teacher and coach training sessions, including venue, travel, accommodation, and catering arrangements.
- Managed data collection and reporting, including attendance and project monitoring data.
- Facilitated stakeholder communications and organized weekly team meetings.
- Took minutes at project-related meetings and communicated action points effectively.

Northern Cape Department of Education - Inclusive Education Unit

Intern

May 2022- February 2024

Kimberley, Northern Cape, South Africa

- Assisted the grant manager with tracking orders, maintaining requisition forms, and filing invoices.

- Managed travel arrangements for the Inclusive Education and LSPID grant teams, including booking flights, accommodation, and transportation.
- Organized and supported workshops, meetings, and other events.
- Maintained databases of trained teachers and updated school information.
- Took minutes at meetings and assisted in the preparation of budget reports.
- Provided administrative support, including answering calls, directing visitors, and managing office supplies.
- Assisted in the tracking of orders and the preparation of financial reports.
- Compiled spreadsheets for workshop participants and maintained quarterly performance files.

Coricraft

Sales Consultant

November 2021 - April 2022

Kimberley, Northern Cape, South Africa

- Managed customer inquiries, processed sales transactions, and ensured product delivery.
- Increased sales by maintaining strong relationships with customers and following up on orders.
- Ensured stock levels were maintained, and showroom displays were presentable.

Old Mutual South Africa

Financial Advisor

October 2020 - April 2021

Kimberley, Northern Cape, South Africa

- Conducted market research and identified new business opportunities.
- Assessed clients' financial needs and recommended personalized solutions.
- Monitored client accounts and provided ongoing advice to help achieve financial goals.

EF Education First

English Teacher

May 2013 - June 2019

Johannesburg, Gauteng, South Africa

- Taught Business and General English as well as IELTS, TOEIC, and TOEFL preparation to students of various levels.
 - Customized lessons to meet the specific needs of each student, using different teaching methods.
 - Recorded and reviewed lessons for quality control and improvement.
 - Participated in center tests and surveys to ensure the highest teaching standards.
-

Education

The University of the Witwatersrand, Johannesburg

Bachelor of Arts (BA), Philosophy and Psychology, 2018

Kimberley Girls' High School, Kimberley, Northern Cape

National Senior Certificate (NSC), 2009

References

1. Dr Rudi MR Venter- Early Grade Reading Programme 2

Oxford University Press, South Africa

Professional Development & Impact Manager

Phone: 072 1596 2300

Email: Rudi.venter@oup.com

Relationship: Programme manager

2. Tembela Mhlengi - Early Grade Reading Programme 2

Oxford University Press, South Africa

Provincial Implementation Manager

Phone: (0)66 274 3679

Email: tembela.mhlengi@gmail.com

Relationship: Manager

3. Khaya Duze

The Northern Cape Department of Education Provincial Office

Chief Education Specialist – Unit Head

Phone: 053 839 6366/082 967 3584

Email: khayaduze@gmail.com

Relationship: Former Manager