

Ms Nhlayiseko Pearl Mathye (Pearl)



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About

ID Number: 9704250336086
Date of Birth: 1997-04-25
Marital Status: Single
Disability: None
Criminal Record: No
Sars Tax Number: 2801140175

Profile

Home Language: Xitsonga
Secondary Languages:
English, Zulu
Female
26 Years Old
Black African

Driver's Licence(s)

- Code 08 (expires 2027-03-31)

Education

- **Grade 12 - West Ridge High School - 2014**
- **Advanced Diploma in Management Services - Degree - University of Johannesburg - 2021**

Achievements

Provide problem-solving services organisations and definite management support role to all types of management and help companies with structuring their internal environment to search out, evaluate and employ knowledge that improves the efficiency and effectiveness of the organisation

- **Method-Time Measurement - Certificate - South African Methods time Measurement Association - 2019**

Achievements

Analysis of the methods used to perform any manual operation or task and, as a product of that analysis, set the standard time in which a worker should complete that task

Employment

- **Siemens Healthineers - Administrative Assistant Intern (2022-07-01 - 2023-06-30)**

Duties:

Work on the specifics of trips, such as the time of the appointment, hotels, and flights, and put everything on the calendar. Function bookings, Expenses claims and Providing reliable support for the team such as coordinating appointments and meetings

Achievements:

The Ability to remain calm during busy hours while maintaining exceptional attention to detail. Excellent communicator who is known to provide superior customer service to internal and external customer

- **South West Gauteng TVET College - External Examination Invigilator (2021-10-20 - 2022-04-06)**

Duties:

Distribution of examination papers, and answer booklets before the start of the exam. Verifying the identity

of students in the examination room by getting the candidates to sign the attendance sheet before and after the exam. Supervising the candidates and making sure that exam regulations are met

Achievements:

Hands-on experience in ensuring that candidates always conform to the examination room requirements. This position has taught me the importance of time management within a workplace and organizational culture.

- No documents provided