

Zanele Evert Kubheka

Office Administrator

Contact

28 Kyle`s Place 9 Biddulph Street,
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Key Skills

- *Integrity and ethics
- *Organized
- *Communication
- *Teamwork
- *Continuous improvement
- *Creative thinking
- *Driven to succeed
- *Efficient

Activities and Interests

- *Literature
- *Travelling
- *Dancing
- *Hiking
- *Jogging

References

Ascendis Supply Chain
Ivy Willemse: 082 377 1206

Royal Homes
Joe Kgatla: 073 364 5692

Thabile Faith Electrical Institution
Davis Phiri: 076 206 6359

Profile

Analytical, energetic, detail-orientated, and innovative Administrator with particular expertise in directing and enhancing administrative procedures and providing full support to ensure the delivery of an excellent customer experience.

Experience

January 2022 – 31 July 2023

Ascendis Health Supply Chain • Stability Administrator

- *Initiating stability protocol.
- *Circulating protocols for approvals
- *Ensure protocol is signed by the customer.
- *Set up the stability trial and place the samples into incubators.
- * Maintain the stability of incubators to make sure they are in specification.
- *Open stage 0 documents for a new product.
- *Submitting samples to the lab on a weekly basis for analysis.
- *Ensure results are captured timeously.
- *Send reports to customers.
- *Invoice Customer timeously upon completion of the study.
- *Set up SANHA file.
- *Liaise with procurement to obtain recent certificates.
- *Liaise with SANHA to maintain registrations.
- *Conduct an Audit with SANHA.
- *Maintain GMP within the NPD department.

January 2021 – December 2021

Ascendis Health Supply Chain • Quality Assurance learner

- *Receive samples from 3rd party Manufacturing and packing.
- *Ensure all received samples are recorded in a batch-release tracker
- *Ensure that the documents and reference samples are stored after release.
- *Management of the retention store.
- *Ensure easy retrieval of documents, samples, lab reports, and COA.
- *Ensure the logs are filled when documents are removed and returned to the retention store.
- *Ensure that quality standards are maintained and propose improvements.
- *Binding documents

August 2019 – September 2020

Royal Homes • Intern Real Estate agent.

- *Buying and selling of houses
- *Providing guidance and assisting sellers and buyers in marketing and purchasing property for the right price under the best terms.
- *Determining clients' needs and financial abilities to propose solutions that suit them.
- *Performing comparative market analysis to estimate property value.

December 2018 – March 2019

DPI Plastics • General worker

- *Trimming of PVC pipes
- *Bar-coding
- *Packing of pipe joints

January 2016- March 2018

Thabile Faith Electrical Institution • Office Administrator

- *Data Capturing
- *Answering calls
- *Copy, file, and administrative duties.
- *Ad hoc duties required by management
- * Receiving and distributing courier mail.

Education

2019

Office Administration • Ekurhuleni West TVET College

2016

Senior Certificate • Leondale High School