

NENEKAZI MAVANA

Administration Clerk | Asset & Inventory Clerk | Customer Service | YES Programme Work-Seeker

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Address: 4339 Extension 3, Wedela, Carletonville, 2499, Gauteng, South Africa

PROFESSIONAL SUMMARY

Reliable and accountable South African youth with a National Diploma in Management and over 3 years of combined administration, asset management, clerical and customer service experience in the public sector. Skilled in data capturing, filing and records management, inventory control, invoice verification, reconciliations and Microsoft Office (Word, Excel, Access). Based in Gauteng and seeking a 12-month work experience opportunity through the Youth Employment Service (YES) programme to apply my skills, meet strict deadlines and grow within a team-driven organisation.

CORE SKILLS AND COMPETENCIES

- **Administration:** administrative support, clerical support, filing, records management, document control, minute taking, diary management, appointment scheduling, typing and correspondence
- **Data and Finance:** data capturing, data entry, financial reports, monthly reconciliation, invoice verification, supplier quotations, supplier register, financial records
- **Asset and Inventory:** asset register, asset verification, barcoding, stock taking, inventory control, loss reporting, asset disposal
- **Customer Service:** customer care, client queries, telephone etiquette, switchboard, reception, public enquiries, email enquiries
- **Computer Skills:** Microsoft Office Suite, Microsoft Word, Microsoft Excel, Microsoft Access, email
- **Personal:** communication (verbal and written), time management, teamwork, problem solving, report writing, organisation, working under pressure, flexible with shifts and overtime, adaptable, attention to detail

WORK EXPERIENCE

Asset Clerk (Contract)

Carletonville Hospital | Nov 2020 - Mar 2022

- Captured and maintained the hospital asset register, ensuring all assets were correctly recorded, and identified and reported asset losses
- Conducted stock taking and inventory control in the warehouse and wards, ensuring inventory lists were accurate
- Compiled monthly acquisition and reconciliation reports and verification progress reports
- Barcoded assets and processed disposal of damaged assets; typed invitation letters for disposal meetings
- Requested quotations from suppliers and selected based on quality and price; updated and maintained the supplier register
- Received and verified supplier invoices and requested and interpreted financial reports
- Maintained financial files and records per financial year; filed documents and controlled files
- Captured data in Access, Excel and Word; answered telephone and email enquiries
- Took minutes and scheduled appointments for the supervisor

Reason for leaving: End of contract

Business Administrator (Learnership)

Department of Social Development | Mar 2018 - Mar 2019

- Answered and screened telephone calls and directed them to the correct officials
- Received clients and visitors and ensured they were correctly referred
- Handled queries from the public and customers, providing efficient customer care
- Rendered general administrative and clerical support

Reason for leaving: End of learnership contract

Librarian Assistant (Learnership)

Merafong Municipality | Feb 2017 - Feb 2018

- Created and captured library membership cards and records
- Assisted students and users at the circulation desk and shelved books
- Managed computer bookings for library users

Reason for leaving: End of learnership contract

EDUCATION

National Diploma in Management

Walter Sisulu University | 2015

Modules: Financial Management, Financial Accounting, Communication Business Administration, Administrative Management, Management, Economics, Production Management, Marketing, Mercantile Law, Research Methodology

National Senior Certificate (Grade 12)

Shukuma Senior Secondary School | 2010

Subjects: IsiXhosa Home Language, English First Additional Language, Life Orientation, Accounting, Business Studies, Economics

ADDITIONAL INFORMATION

Nationality: South African | Languages: IsiXhosa, English | Criminal record: None | Driver's licence: None

REFERENCES

Mr. V. Dukwane - Supervisor (Asset Management), Carletonville Hospital - Tel: 018 788 1700 / 073 185 4714

Mrs N. Gwala - Supervisor, Department of Social Development - Tel: 078 630 5110

Ms. G. Sokhupha - Supervisor, Merafong Municipality - Tel: 073 011 1447