
Makwena Emily Hadebe

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PROFESSIONAL SUMMARY

A recent Bachelor of Commerce graduate who is highly motivated, adaptable and passionate about commercial industry as well as helping people and or Customers. Possess a strong leadership, teamwork and time management skills with the ability to work in fast paced environments while maintain professionalism and integrity . Looking for an Opportunity to further develop professionally

SKILLS

- | | |
|--------------------------|---------------------|
| • Adaptability | • Management |
| • Collaboration | • Self discipline |
| • Attention to detail | • Self motivated |
| • Communication | • Teamwork |
| • Critical thinking | • Time management |
| • Decision-making | • Analytical skills |
| • Emotional intelligence | • Problem solving |
| • MS Office | • Organization |
| • Leadership | • Computer |

WORK HISTORY

University Of Mpumalanga , Nov 2024 - Dec 2024

Asset Verification Assistant

- Asset Tagging:* Tag and label new and existing assets with barcodes / asset numbers and ensure tags are visible and secure - *Asset Register Maintenance:* Assist in updating and maintaining the Fixed Asset Register (FAR) on the asset management system - *Reconciliation:* Reconcile physical assets found on-site with the asset register and report variances, missing, or obsolete assets - *Condition Assessment:* Assess and report on the physical condition of assets (Good, Fair, Poor, Obsolete) - *Documentation:* Capture supporting

documents such as delivery notes, invoices, and transfer forms for audit purposes - *Asset Movement Control:* Track and record asset movements, transfers, and disposals and ensure proper authorization forms are completed - *Compliance & Audit Support:* Assist with internal and external audit processes by providing asset information and evidence - *Reporting:* Compile daily and weekly asset verification reports, including exceptions and recommendations - *Stakeholder Liaison:* Liaise with department asset custodians to confirm asset locations and custodianship

EDUCATION

Bachelor Of Commerce , Nov 2024

University Of Mpumalanga

- Majors: Economics and Commercial Law

National Senior Certificate , Nov 2020

Lephadimisha Senior Secondary School

- Stream : Commerce

ADDITIONAL INFO

Voluntary Roles

- MSA Academy tutor (2024- present) - Offering free tutoring servings in Commercial subjects to Grade 12 learners in my area - Provide mentoring and University applications services to Grade 12 students Class Representative (2024 Feb-2024Nov) - Representing my class at stakeholders meeting with University Management and Lectures - Acting as a bridge of communication between Lectures and Students. - Providing constant reminders to class mates and Lectures about class periods, submission deadlines and any impact announcements.

REFERENCE

Mokoena MP

High School Principal

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Lephadimisha Senior Secondary School

Mr Ntwanano Nsobeni

Tutor/ Mentor

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University Of Mpumalanga

