

CURRICULUM VITAE

Profile

Name : Ayabonga Palume
Address : 207 Sherburn, 5th street, Bramley,
Johannesburg 2090
Mobile : 073 950 5554
Email : ayabongapalume1996@gmail.com
Nationality : South African
Date of birth : 31 May 1996

Ayabonga is a dynamic young lady, with 2-years wealth of experience in office administration. She strives continually as an individually and a team player for excellence. She is a highly motivated individual, handles pressure very well and enjoys facing new challenges.

Education

06/2018 : Higher certificate in Office Administration
12/2015 : Grade 12

Employment Record

09/2022 – 09/2023 **Admin Assistant** at McNab's Wellth (Pty) Ltd
Duties Open/ create files for customer invoices. Filing monthly tax Invoices. Attach pastel with tax invoices. Answering Incoming calls from the customers and transfer to the relevant persons. Photocopying and scanning documents.

11/2021 – 08/2022 **Admin Assistant** at Gresswold Senior School
Duties Filing staff confidential documents, capturing staff and learner's information on SASAMS and EDUPAC. Email daily statistics to the district. Typing Minutes, reports, and agendas. Answering incoming calls and transfer to the relevant person. Photocopying and scanning documents

Skills

Microsoft office (Word, Excel, Outlook, PowerPoint)
Verbal and written communication skills
Time management
Multi-tasking

References

Luvo Madubula
Administration Manager at McNab's Wellth (Pty) Ltd
064 682 9800

Ms Sibongile Shongwe
Principal at Gresswold Senior School
082 789 2730