
Philile Thwala

7624 Moleleki ext 2 Katlehong 1431
0640004490 | pthwala097@gmail.com

 Philile Thwala

Experience

- **Gauteng Department of Health** 01 February 2024 - 30 January 2026
Administration Clerk (Intern)
Duties performed:
 - Filing source documents
 - Render administrative support services
 - Management correspondence and filing systems
 - Prepare reports
 - Coordinate office logistics
 - Leave administration
 - Compile Management reports and participate in strategic planning processes
 - Provide secretarial and administrative support including document management
 - Correspondence
 - Office logistics
 - Record keeping and support to the office
 - Answering telephone calls
 - Processing leave forms
 - Processing travel claim forms
 - Providing clerical support for assistance management
 - Perform delegated administration duties
 - Procurement administration and logistics support
 - Assisting supervisors of their duties
 - Scheduling meetings
 - Typing of minutes and agendas
 - Greeting and welcoming visitors
 - Assisting with handling of confidential documents
 - Assisting in scheduling and confirmation of appointments
 - Manage asset register
 - Securing venues for the meetings
 - Register incoming and outgoing documents
 - Stocktaking for office stationery

- **The Institute of Internal Auditors South Africa** 01 March 2022 - 31 August 2023
 Management Assistant in Governance Office (Intern)
 Duties performed:
 - Typing of minutes and action points
 - Provide secretarial and administrative support including document management
 - Correspondence
 - Office logistics
 - Record keeping and support to the office
 - Sending out meeting packs, agendas, and audio visuals aids
 - Completing forms in accordance with company procedure
 - Open, read, route and distribute incoming mail and other materials and answer routine letters
 - Answering telephone calls
 - Media scanning
 - Making copies of correspondence or other printed materials
 - Respond to queries and enquiries
 - Interact with clients via telephone and in branch

- **Matla Life Investments (Hollard)** 01 June 2019 - 31 December 2019
 Sales Consultant
 Duties performed:
 - Selling company's products and services
 - Interacting with people on a daily basis
 - Responding to queries and enquiries
 - Answering telephone
 - Building and maintaining relationships with clients
 - Complete all paperwork relating to a sale
 - Performing research on the competitions services

Education

- **Ekurhuleni West College**
 Management Assistant 2025
 National Diploma

- **Masithwalisane Secondary School**
 Matric 2018
 Grade 12

Skills

- Computer Literate
- Communication Skills
- Teamwork and collaboration
- Problem solving skills
- Leadership skills
- Time Management

Achievements & Awards

- Achieved the Requirements of the Online Course Ethics in the Public Service Certificate

Personal Details

- Driving Licence : Code 10 / C1

Reference

- **Mr. Kagiso Kobe - Gauteng Department of Health**
Deputy Director
Kagiso.Kobe@gauteng.gov.za
066 016 7930
- **Ms. Nyasha Matsa - The Institute of Internal Auditors South Africa**
Company Secretariat
Nyasha@iiasa.org.za
079 821 1443
- **Mr. Obakeng Sampson - Matla Life Investments (Hollard)**
CEO
0815748680
- **Ms. Litana Sibiya - Gauteng Department of Health**
Deputy Director
Litana.Sibiya@gauteng.gov.za
0605390435