

TSHEPI TSHEPE

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Nationality: South African

Languages: Northern Sotho, English, Zulu, South Sotho
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SECONDARY EDUCATION

2008 **Matric**
Technikon South Africa

Subjects: English, Afrikaans, Supervision in Industry, Industrial Orientation, Biology,
Geography

FURTHER EDUCATION

Jan 2015 – Current **Archive & Information Management**
University Of South Africa

Feb 2002 – Dec 2003 **Information & Communication Technology**
PC Training & Business College

June 2008 – Dec 2008 **Office Administration Diploma**
College Campus - Parktown

April 2009 – May 2010 **Personal Assistant Diploma**
Birnarn Business College - Braamfontein

FURTHER COURSES

- Call Centre (Inbound & Outbound) – Winchester Academic Training (Feb – June 2006)
- Minute & Meeting Management – Strat-Exec (May 2010)

COMPUTER SKILLS

- MS Word
- Email (Outlook Express)
- Excel
- PowerPoint (Basic)

- Internet Explorer
- Switchboard Siemens
- Pastel (Basic)

PERMANENT EMPLOYMENT RECORD

Savannah Fine Chemicals (Import & Export Company)

August 2012 – Current

Sales Co-ordinator / Personal Assistant:

RESPONSIBILITIES

- Internal Sales including telesales
- General office duties, such as filing and relieving reception
- Price negotiations
- Establishing customer relationship
- Order taking / Telesales
- Order processing
- Assisting customers with general queries
- Updating Quotes
- Handling of Samples
- Sales gap(Phoning customers to enquire about sales gap)
- Undertaking telephone surveys

May 2012 – July 2012

Verious Temp Assignment through Stretagic Personnel

Companies: (Short Term Assignments)

- Momentum – Manager of Managers (60 lines and 60 Ext)
- Brand South Africa – Receptionist (60Lines and 55 Ext)
- SA Taxi Finance-Switchboard/Reception (100 lines and 100 Ext)
- Nedbank Switchboard / Reception (50 lines and 45 Ext)

February 2011- April 2012 ABSA CASH SOLUTIONS (ATM)

Personal Assistant

RESPONSIBILITIES:

- Maintain a high degree of confidentiality at all times

- Interact with stakeholders at various levels on behalf of manager to deliver on work outputs
- Manage the diary of the manager, including scheduling of meetings and appointments
- Resolve issues around decline or reschedule of meetings on behalf of manager
- Print documentation relevant to meetings and prepare meeting packs for manager

- Travel arrangements for domestic and international business trips for manager

- Take minutes at meetings and ensure it is approved and distributed timeously
- Arrange for orientation of new employees
- Arrange venues and catering for meetings and team events and obtain appropriate authorisation
- Arrange and ensure dial-in details for teleconferences are available for attendees in advance of meeting
- Screen and redirect incoming e-mails where possible
- Answer, screen and re-direct telephone calls received.
- Arrange parking for visitors and direct them to the correct venue or person being visited
- Assist with typing and preparation of Word, Excel and PowerPoint documents
- Assist with photocopying, scanning, printing and binding
- Set up and maintain a well-ordered filing system
- Take charge of general office administration
- Ordering of stationery and other required necessities
- Retrieve bank property when employees leave

Reason for leaving: Contract Ended

03 Jan 2011 – 28 Apr 2011

DETPAK PACKAGING SA

Switchboard / Receptionist

- Answering and transferring of calls
- Taking manual and electronic messages
- Liaising with couriers for collection
- Parking arrangements
- Liaising with clients telephonically and physically
- Signing visitors in and out to the premises

Reason for leaving: Temp assignment ended

Oct 2010 – Dec 2010 Unemployed

- Sep 2010** BURLINGTON CONSULTANTS
Receptionist
Reason for leaving: Temp assignment ended
- Jul 2008 – Sep 2010** THE BANKING ASSOCIATION SA, PARKTOWN
Secretary / Switchboard / Receptionist (Apr 2009 – Sep 2010)
- Answered and transferred calls
 - Took accurate manual and electronic messages
 - Scanning and faxing of documents
 - Made Boardroom bookings
 - Made parking arrangements
 - Liaised with clients telephonically and physically
 - Liaised with committee members
 - Signed visitors into premises
 - Monthly telephone reports
 - Meeting and workshop arrangements
 - Minute taking
 - Organised travel and accommodation arrangements – both local and international
- Reason for leaving: Contract ended
- Switchboard / Reception (Jul 2008 – Apr 2009)**
- Answered and transferred calls
 - Took accurate manual and electronic messages
 - Made Boardroom bookings
 - Made parking arrangements
 - Liaised with clients telephonically and physically
 - Signed visitors into premises
 - Monthly telephone reports
- Mar 2007 - Jun 2008** ONLY THE BEST
Switchboard / Reception
- Various assignments
 - Switchboard/ Receptionist
 - Junior PA
- Reason for leaving: Temp assignment ended
- Jul 2006 – Feb 2007** ELLIOTT RECRUTIMENT SOLUTIONS
Various
 Various temporary assignments at companies including, Murray & Roberts, Barloworld, Scaw Metals and Savanna Fine Chemicals
Reason for leaving: Temp assignment ended
- Apr 2006 – Jun 2006** SCAW METALS
Receptionist
- Receptionist duties, working on a computerized switchboard system

Reason for leaving: Temp assignment ended

Oct 2005 – Mar 2006

CARGO MOTORS

Switchboard / Receptionist

- Handled a 200 line x 200 extensions Siemens Switchboard

Reason for leaving: Temp assignment ended

Jul 2005 – Sep 2005

DRAKE & SCULL – MEDSCHEME (FLORIDA)

Helpdesk Administrator

- Answering and transferring of calls
- Accurately taking messages
- Parking arrangements
- Liaising with clients telephonically and physically
- Attending to calls logged and process the request to technicians
- Monthly telephone reports
- Creating job cards
- Ordering of stationary and refreshments
- Making follow-ups on calls logged
- Attending to clients queries
- Liaising with couriers for collection
- Handled the building maintenance

Reason for leaving: Temp assignment ended

Mar 2005 – Jun 2005

Unemployed

Mar 2004 – Feb 2005

DRAKE & SCULL - ELECTRONICS DATA SYSTEMS (SUNNINGHILL)

Switchboard / Reception

- Handled a busy board with 50 lines and 200 extensions
- Transferred calls and accurately took messages
- Basic administration including filing of calls logged, invoices, scanning of documents and liaising with courier for collection

Reason for leaving: Temp assignment ended

Dec 2003 – Feb 2004

Unemployed

Oct 2003 – Nov 2003

CHIPS AWAY (EDENVALE)

Switchboard / Administrator

- Answered a very busy board
- Maintained filing system
- Followed up on queries and payments
- Ordered stationery
- Engaged with suppliers for paints
- Made follow up with the clients for collection of vehicles

Reasons for leaving: Temp assignment ended

Jun 2003 – Sep 2003 Unemployed

Feb 2002 – May 2003 CNA (EASTGATE)

Duties Sales Assistant / Cashier

Cashier:

- Cash float of ± R2,000
- Cashed up and dealt accurately with the money

Duties Sales Assistant:

- Stocktaking
- Attended to customer queries
- Placed special orders for customers
- Advised customers
- Made follow ups on special orders and gave feedback to customers
- Placed orders from other stores
- Merchandising
- Introduced new products to customers (marketing)

Reason for leaving: Seeking a more challenging position

HOBBIES & INTERESTS

Reading and Socializing

1. Company Name	ABSA Bank
Name of Referee	Ceasar Pirs
Designation of referee	Manager
Contact	011 846 8737/ 072 979 8715
2. Company Name	Stretegis Personnel
Name of Referee	Bonnie/Gen
Designation of referee	Consultant
Contact	011 560 7800
3. Company Name	Detpak SA
Name of Referee	Deena Moodley
Designation of referee	Financial Manager
Contact	011 708 5011
3. Company Name	The Banking Association
Name of Referee	Beverly Reyneke
Designation of referee	Human Resource Manager
Contact	011 645 6782

4. Company Name	Elliot Recruitment
Name of Referee	Motlalepule / Chantel
Designation of referee	Consultant
Contact	011 023 7980

NB: Please note that I am available immediately.