

CURRICULUM VITEA OF LINDELWA MDWARA

Kempton Park, Gauteng | 0752598473 | ndelwamdwar@gmail.com | <https://www.linkedin.com/in/lindelwa-mdwara-8913a0289/>

PROFESSIONAL SUMMARY

Detail-oriented **Mid-Level Administrator** with progressive experience in **office administration, sales administration, data management, client coordination, and process support** across commercial and membership-based environments. Demonstrates strong capability in **records management, B2B system administration, reporting accuracy, stakeholder communication, and operational coordination**. Holds a **Bachelor of Commerce in Management Marketing**, with a proven ability to support management teams, streamline administrative processes, and maintain high standards of accuracy and confidentiality in fast-paced environments.

CORE ADMINISTRATIVE SKILLS

- Office & Business Administration
- Sales Administration & Order Processing
- Data Capturing, Reporting & Record Management
- B2B Systems Administration (Shoprite Supply Portal)
- Client & Stakeholder Coordination
- Document Control & Filing Systems
- Marketing & Membership Administration
- MS Word, Excel, Outlook & PowerPoint
- Time Management & Analytical Problem-Solving

PROFESSIONAL EXPERIENCE

Gauteng Suiwel Verspreiders (Darling Romery) | Telesales Administrative Clerk | 2023 - 2025

- Processed sales orders accurately via telephone and email in a high-volume environment
- Administered B2B systems, including the **Shoprite Supply Portal**, ensuring order accuracy and compliance
- Maintained up-to-date sales records, reports, and documentation
- Coordinated customer returns, credit notes, and related administrative processes
- Supported the sales team with day-to-day administrative and operational tasks
- Managed filing systems and ensured proper document control
- Facilitated effective communication between branch operations and head office

BEE Chamber | Membership Marketing Administrator | 2022 - 2023

- Managed communication with existing and prospective members via email and telephone
- Maintained accurate client and membership records
- Supported the planning and execution of marketing campaigns and events
- Opened new client accounts and coordinated member onboarding processes
- Scheduled appointments and bookings via the BEE Chamber website
- Captured data, tracked meeting requests, and followed up on client engagements

BEE Chamber | Y.E.S Desk Administrator (Y.E.S Programme) | 2022 - 2023

- Captured and processed expense claims and administrative documentation
- Coordinated interview schedules, inductions, and onboarding activities
- Provided guidance on online training platforms and induction processes
- Managed administrative records for Y.E.S members and candidates
- Sourced and recorded candidate information and training provider details
- Collected, verified, and filed compliance evidence for member verification

EDUCATION

Boston City Campus Business College | 2020 - 2022

- Bachelor of Commerce (BCom) | Management Marketing

Boston City Campus Business College | 2019

- Higher Certificate in Business Management

COMMUNICATION & INTERPERSONAL STRENGTHS

- Confident communicator with customers, suppliers, and internal teams
- Strong relationship-building and professional service delivery skills
- Ensures service quality standards are met while addressing customer needs

REFERENCES

Available upon request