

Ndlovu Phumla Octavia

6 Dr Jane Watson Crescent Danville : 1338 | (073) 355-0843/066 502 3690 | Ndlovuphumla940@gmail.com

Profile

Friendly and engaging team player who have dynamic and achievement driven professional seeking an opportunity to work and enhance my skills and expertise in an environment that will encourage me to succeed and do my best while presented a sufficient opportunity for career growth and development. ultimate goal is to add value to the company by following the company cultures and ensuring the company fulfills its objectives and values

Personal Details

Date of Birth : 03/10/1995

Marital Status : Single

Nationality : South African

Identity Number: 95010030488083

Experience

SHONGWE HOSPITAL| ADMINISTRATION CLERK INTERN|2019 MARCH-2020 MARCH

- Capturing and ensuring all data elements have standard definition and is collected
- Barcoding of assets
- Assisting on stock control and distribution of requisitions and central system data (CSD)
- Capturing of quotations and accruals
- Obtain data on daily bases

MAKRO MBOMBELA| TALE SALESCLERK INTERN| 2020 MARCH-2021 AUGUST

- Data capturing (quotations, invoices, and orders)
- Customer service
- Checking products that on promotion
- Calculating of cash received per each till and record it
- Packing of stock purchased online

MAHHUSHE AGRICULTURAL HIGH SCHOOL| ADMIN CLERK ASSISTANT|2023 JUNE-2023 NOVEMBER

- Capturing of marks of learners per grade
- Record payments of school fees
- Issuing of matric results certificates
- Assist in typing letters for learner's parents meeting
- Drafting financial reports and printing out of learners reports

MPUMALANGA CHILDLINE| FACILITATOR/MENTOR| 2024 APRIL-February 2025

- Provide foundational training

- Facilitate profiling assessment of young women
- Facilitate the enrollment of 20-24 young women into IES programs
- Generate daily and weekly reports
- Prepare and support young women or beneficiaries for employment and small business • Support participants to develop personalized career and savings plan

Education

GRADE 12 | JANUARY 2014| MAHHUSHE AGRICULTURAL HIGH SCHOOL

CERTIFICATE IN COMPUTER AND MANAGEMENT | JANUARY 2015 | OVAL INTERNATIONAL COLLEGE

DIPLOMA IN FINANCIAL MANAGEMENT|2021 MAY| WHITE RIVER TVET COLLEGE

CERTIFICATE IN LIFE AND ENVIRONMENTAL SCIENCES|2024 APRIL|UNIVERSITY OF SOUTH AFRICA

BA IN ENVIRONMENTAL MANAGEMENT (IN PROGRESS) | UNIVERSITY OF SOUTH AFRICA

Ability to independency and with the team

Customer services

Telephonic skills

Time management

Good work ethic

Good communication

Ability to work under pressure

Team building

REFERENCE

Bridget Msimango-Mpumalanga ChildLine (IES Manager)

073 099 8840

Xolani Zulu-Shongwe Hospital (HRD Mentor)

013 781 3000/071 927 2087

Emmarentia Makoyane-Makro Mbombela (HR Advisor)

082 956 0772