

SHIKOMBISO ADMIRAL SHIBURI

Address: 7606A Hashi Drive Street, Diepkloof Zone 2, Soweto, 1862, South Africa Cell: 0780545446

Email: admiralshiburi@gmail.com

EDUCATION

Short Courses Certificate in Safety Health and Environmental Management Training Courses	MAY 2025
Funda Institute, Midrand, South Africa	
National N Diploma - Management Assistant	December 2014
Sedibeng TVET College, Vanderbiljpark, South Africa	
Grade 12 - Matric	December 2011
Shingwedzi High School, Malamulele, South Africa	

LANGUAGE

Language	English	Xitsonga	Isizulu
Speak	Good	Good	Good
Write and read	Good	Good	Fair
Language	Tshivenda	Sesotho	Sepedi
Speak	Fair	Fair	Good
Write and read	Fair	Fair	Fair

ADDITIONAL INFORMATION

Date of Birth: 1990/08/29

ID No: 9008295717080

License: Code 08 with PrDP

Criminal record: No

SKILLS

- Computer Literacy (Microsoft suite)
- Scheduling and Calendar Management
- Reception duties
- Communication (verbal and writing)
- SAP and SAGE
- SASAMS and Lurits
- Presentation
- Time Management
- Teamwork and Interpersonal
- Telephone Etiquette

PROFESSIONAL SUMMARY

Dedicated professional with demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

EXPERIENCE

SHE Rep.(Volunteer) RAUBEX BUILDING (MVULA MAJOLA CONSTRUCTION) Johannesburg, South Africa

September 2024 - Present

- Inspecting the workplace to identify potential hazards and ensure all safety measures are in place.
- Ensuring employees adhere to safety protocols.
- Educating employees about health risks and safe practices.
- Conducting training sessions, workshops, and distributing safety materials to keep everyone informed and aware.
- Assist in documenting incidents, near misses, and accidents; support investigations and prepare basic reports.
- Ensuring that workplaces are compliant with health and safety.
- Ensure Toolbox talk are conducted monthly and register are kept on file
- Perform site inspections and hazard identification under supervision to ensure compliance with health and safety standards.
- Help organize and sometimes conduct basic safety training sessions, toolbox talks, and induction programs for new employees.
- Ensure that personal protective equipment (PPE) is used properly and available to all employees.
- Ensure all PPE stock issued is recorded on issue registers.
- Knowledge in OHS Act
- Ensure employee to sign daily safety task instruction.

November 2021 - July 2024

Senior Admin Clerk

GAUTENG DEPARTMENT of EDUCATION (LEARNER TRANSPORT MONITOR) | Johannesburg, South Africa

- Managed and maintained conference room schedule.
- Assisted with event planning by securing venues, scheduling speakers, and managing

invitations.

- Greeted visitors at front desk and provided assistance or directed them to appropriate contact person within organization.
- Provide financial administration support services in the component.
- Reviewed documents for accuracy prior to distribution or filing.
- Support senior managers and executives with daily clerical tasks
- Create spreadsheet and paying attention in detail.
- Capturing learners that benefit from learner transport using SASAMS and Lurits system
- Greet and provide general support to visitors
- Monitoring the implementation of the learner transport programme at pick up/ drop off point and schools.
- Update and maintain the learner transport programme database.
- Compile monitoring reports from school visit
- Reply to queries, typing correspondence documentation, faxing, and photocopying, report writing and interpreting reports.
- Provide administrative support, update, and safekeeping all records.
- Provide supply chain clerical support services within the component.
- Ability to work under pressure and in a team.
- Good communication skills and interpersonal skills (verbal and writing).
- Computer literacy (Microsoft Office)

Administrative Clerk(Intern)

TEMBISA TERTIARY HOSPITAL (OBESTETRICS AND GYNAECOLOGY)

Tembisa, South Africa

**April 2021 - October
2021**

- Entered data accurately into spreadsheets and databases for record-keeping purposes.
- Processed invoices and expense reports according to company policies.
- Collaborated with team members on projects to meet deadlines efficiently.
- Handled sensitive information with discretion while maintaining confidentiality protocols.
- Capturing of patient record on PAAB system
- Handling of enquiries related to patient.
- Opening of new/ existing of patient file and account on PAAB
- Filling and retrieving patients' files.
- Complete relevant information pertaining patient detail.
- Admitting and discharge patient at hospital ward
- Knowledge on Batho Pele principles
- Submission of weekly, quarterly, and annual reports.
- Able to work under pressure and meet deadlines and able to handle all patient behavior.
- Knowledge of regulation and the legislative framework related to health information management.

- Booking and attending meetings

Administrative Clerk (Intern)
GAUTENG DEPARTMENT OF EDUCATION | Johannesburg, South Africa

April 2018 - December 2019

- Assisted with event planning by securing venues, scheduling speakers, and managing invitations.
- Coordinated travel arrangements for staff members, including booking flights, hotels, and transportation.
- Communicating with stakeholders
- Answering telephone calls and providing information to the service providers and other clients
- Distribute notice of meetings
- Initiating and maintaining good relationship with clients and service providers.
- Schedule appointments and meetings.
- Filling and sorting L1 forms according to their respective information.
- Typing and photocopying documents
- Manage the diary of the DCES
- Faxing and checking incoming Emails
- Receiving visitors and direct the to the right directorate
- Receiving Incoming calls and making outgoing telephone calls•
- Dealing with enquires from the Service Providers and Clients
- Communicating both verbally and in writing
- Liaison with service providers and other Clients
- Monitoring buses to ensure safety for learners
- Capturing Data of learners, on the Learner Transport Database
- Keeping records of incoming and outgoing mail
- Retrieval of information and documents manually and electronically using SAP and BAS programs
- Collate weekly, monthly and quarterly reports
- Typing minutes of meetings
- Sending and receiving emails
- Receiving and counting I1 forms
- Update and safe keeping all records.

Administration Clerk (In-service Training)
SEDIBENG TVET COLLEGE | Vereeniging, South Africa

September 2016 - March 2018

- Answering telephone and transfer it to the right office
- Calling student for placement exposure and SETAs

- Filling documents
- Receiving timesheet and submit it to SETAs
- Scanning and Emailing document
- Typing Minutes and Agenda
- Booking venue for meetings
- Switchboard operator
- Capturing the student information
- Registering and ensuring the results to the student
- Dealing with enquires from the Service Providers and Clients
- Communicating both verbally and in writing
- Performed general office duties such as photocopying, scanning, and faxing documents.
- Collaborated with other departments to ensure smooth workflow.
- Assisted customers with finding products or services they needed.
- Created and maintained databases for organizing and managing information.

REFERENCE

Mr Mvula Majola
Supervisor
MVULA MAJOLA CONSTRUCTION
078 256 9109

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