



# TESMA SIBUYANE

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## Objective

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I seek challenging opportunities where i can fully use my skills for the success of the organisation. It will be my pleasure joining your company, After joining your company I promise to maintain myself discipline and make use of every resource given and comply with the rules and regulations of your company. I would also strive to perception and establish of doing things at less time.

## Experience

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- Mvhelaphanda Primary School** Jan 2011 - 30 June 2012  
Admin Assistant
  - Data Capturing.
  - Filing.
  - Faxing documents, Emailing and Attending to visitors.
- South African Optometric Association** 01 April 2014 - 30 March 2015  
Finance Assistant
  - Debtors Invoices processing using Pastel Partner V12 and members system.
  - Data Capturing (Capturing receipts on members system).
  - Assisting with debtors reconciliation on the members system.
  - Debtors Collection (Collection via telephone and e-mails).
  - Telephone etiquette (Calling debtors and suppliers regarding accounts queries).
  - Assist with switchboard/Receptionist(Welcome clients, guests, and business associates to the executive reception area, Ensure refreshments are provided and the room setup meets executive standards, Answer calls and respond to clients queries or direct them appropriately, Maintain a clean, professional, and well-presented front office environment.
  - Filing(Filing all source documents and transaction evidence using prescribed sequence).
  - Bookkeeping (Recording all financial transactions, Organising financial data and supporting financial reporting).
  - Compiling reports daily.
- Glencore Wonderkop Smelter** 28 September 2022 - 30 November 2022  
General Work (Cleaner )
  - Painting.
  - Maintaining good housekeeping in the plant.
  - Perform general housekeeping duties including cleaning of work areas, pathways, and plant equipment.
  - Assist with manual loading, unloading, and movement of materials and products on-site.
  - Adhere to all safety procedures, PPE requirements, and company rules while on duty.
  - Participate in team briefings, safety talks, and daily task planning sessions.
  - Assist with equipment preparation and packing of products when required.
  - Comply with instructions from supervisors, team leaders, and safety officers.
- Glencore Wonderkop Smelter** 01 December 2022 - 30 January 2023  
Clerk (HR)
  - Filing all HR documents.
  - Making sure all the filing system is in place daily.
  - Filing according to personal numbers.
  - Data Capturing (updating all the permanent employees beneficiaries (Provident funds and Funeral covers).
  - Executing general HRD related functions in supporting the strategic role of the HRD department.
  - Scan and emailing documents.
  - Ensuring good house keeping.
  - Assisting with all general administrative duties required by the HR.
  - Compiling reports daily.
- Glencore Wonderkop Smelter** 01 February 2023 - 30 April 2023  
General Work (Cleaner)

- Maintaining good housekeeping in the plant.

Perform general housekeeping duties including cleaning of work areas, pathways, and plant equipment.  
Assist with manual loading, unloading, and movement of materials and products on-site.  
Adhere to all safety procedures, PPE requirements, and company rules while on duty.  
Participate in team briefings, safety talks, and daily task planning sessions.  
Assist with equipment preparation and packing of products when required.  
Comply with instructions from supervisors, team leaders, and safety officers.

- **Glencore Wonderkop Smelter** 01 February 2024 - 30 March 2024  
Attendant (Plant)
  - Cleaning of metal by picking slag from the conveyor belt in order to ensure that the product quality is met.
  - Performing good Housekeeping in the plant , Furnaces 3rd floor and breaking floor  
Reset of buncers.
  - Performing any other Plant related duties per supervisors instruction.
  - Executing general plant duties safety.
  - Attending to all plant related duties communicated from the shift coordinator.

## Education

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- **Eric Nxumalo High** 2009  
Matric Certificate  
Grade 12
- **Ekurhuleni West College** 2012  
Financial Management Certificate  
N6

## Skills

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- • Good interpersonal skills.
- • Computer Literate ( Microsoft office Word,Excel,Word, outlook, PowerPoint and emails)
- • Customer Services Skills
- • Presentable
- • Good communication skills (written and verbal)
- • Teamwork and Problem solving skills
- • Organising Skills
- • Time management skills
- • Ability to function independently.
- • Record keeping skills.
- • Language skills (Tsonga, English,Zulu, Setswana, Sesotho,Sepedi,Swati,Xhosa.
- • Ensure the reception area is clean, organized, and welcoming.
- • Provide administrative support to workshop and office staff as needed.
- • High level of discretion and confidentiality.
- • Ability to work with a high volume of data.
- • Willingness to learn

## Personal Details

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- Driving Licence : Code 10(C1)

## Reference

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- **Micheal Mogaladi - Glencore Wonderkop Smelter**  
HR  
Michael.Mogaladi@glencore.co.za  
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- **Tshegofatso Metsi - Glencore Wonderkop Smelter**  
Clerk(Time and Attendance)  
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