
NELISIWE OLIVIA LUTHULI

B.14 Eskom Flats Standerton 2430 luthulinelly53@gmail.com 0716291438/0784005322

PERSONAL DETAILS

Date of Birth: 04 July 1976
Identity Number: 7607040861085
Gender: Female
Nationality: South African
Marital Status: Single
Health: Excellent
Driver's Licence: C1

PROFESSIONAL SUMMARY

Competent administrative professional supporting the underwriting process with effective document evaluation, report writing and file management skills. Proficient in issuing quotes, gathering details and reviewing renewal request.

WORK HISTORY

Job Title: Invigilator
Employer: UKZN Edgewood Campus
Start Month and Year: 10/2017
End Month and Year: To date
Reference: Miss Londi Madondo 031 2602993
Reference's Position: Administrator

Duties: Assisting with setting up examination venues by laying out stationary, equipment and examination papers in accordance with the outlined procedures; Ensuring that candidates don't talk once inside the examination venue; Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures; Collecting and collating scripts at the end of the examination in accordance with strict procedures; Supervising candidate leaving examination venues, ensuring that candidates do not remove equipment or stationary from the venue without authorisation and ensuring that candidate leave venues in an orderly and quiet manner.

Job Title: Business Manager
Employer: Russells JDG Hammarsdale

Curriculum vitae

Start Month and Year: 09/2015
End Month and Year: 12/2016
Reason for Leaving: Retrenched
Reference: Mr. Sipho Mashoba 0723063665
Reference's Position: Regional Manager

Duties: Reviewed sales and expense records to make proactive adjustments to policies and procedures. Integrated new systems for scheduling appointments, managing customer contacts and coordinating retention strategies; Hired exceptional candidates and effectively lead staff to maximize productivity and eliminate process lags; Improve long-term prospecting, strategy development and customer engagement; Brought in new business connections and revenue generation opportunities by improving networking strategies; Manage hiring and recruitment, employee motivation and training.

Job Title: Admin Manager
Employer: Russells JDG PMB
Start Month and Year: 02/2013
End Month and Year: 09/2015
Reason for leaving: Promoted
Reference: Mr.Sipho Mashoba 0723063665

Duties: Responded to customer request via telephone and email; Worked directly with departments, clients, management to achieve good results; Printing and filing of invoices; Receiving and dispatching of stock; Housekeeping and stock counting; Taking of cash and banking.

Job Title: Stock Clerk
Employer: JDG Supply Chain
Start Date: 03/2010
End Date: 02/2013
Reason for leaving: Promotion
Reference: Altaf Amod

Duties: Receiving and dispatching of stock; Printing of Invoicing and delivery notes; Housekeeping and pricing and attending to customer complaint.

Job Title: Petrol attendance/Cashier
Employer: Caltex Redhill
Start Month and Year: 07/2009
End Month and Year: 03/2010

Curriculum vitae

Reason for leaving: Find another job

Reference: Mr. Hendrik Applegreen 0648168461

Position: Supervisor

Duties: Attending to customers for petrol at the forecourt; Checking of water and oil on customer cars also taking cash and packing shop shelves.

EDUCATION

School Name: Meadowlands Secondary School

Highest Grade: Grade 11

Subjects: English, History, Geography, Biology

Home Economics and Computer Studies

Year: 1999

CURRICULUM VITÆ OF

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