

Lucia Sediane

Project Administrator

Location :
Johannesburg, South Africa
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Summary

I'm a very dedicated hard worker who is passionate, motivated, innovative and reliable, have great verbal and communication skills and enjoy challenging and varied work. I am able to work under pressure, pay attention to detail, plan and organize ahead. I can effectively work with others, I am goal oriented, and can analyse situations in a resourceful and creative manner.

I have the ability to multitask, I work well with independently and in teams. I am an individual who is eager to learn and can make a significant contribution to the company.

Skill Highlights

- Managing tight deadlines
- Time Management
- Strong decision maker
- Complex problem solver
- Data analytical
- Strong Communication skills
- Writing skills
- Leadership
- Service-focused
- Numerical

Experience

Project Administrator

2016 – Current

ABSA, ABSA Towers, Johannesburg

- Provide administrative support to the project team
- Track risks and issues logged
- Assist in recruitment process and on-boarding of new staff members
- Request access for new appointees
- Communicate, engage, and liaise with various stakeholders
- Manage the project team diary
- Compiling Presentation
- Identify manners of improving processes and procedures
- Prepare, document, and file project documents on Sharepoint
- Arrange meetings
- Manage and arrange travel arrangements for Project Managers
- Take and document minutes of meetings
- Tracking and follow up on agreed actions with stakeholders
- Project budget and Financial management : Track project budget, Reports, Projections, Invoicing, query resolution
- Progress report administration

- Perform variance analysis on project reports
- Compiling weekly and monthly project update reports.

Experience

Project Administrator

2011 - 2014

FNB, Vanderbijlpark

- Provide excellent customer service and build enduring relationships with clients
- Documenting and following up on important actions and decisions from meetings
- Provide training to newly appointed employees
- Schedule other forms of training for new employees
- Arrange access for new employees
- Write reports, business correspondence, and training manuals
- Meet and exceed customers' expectations
- Report suspicious KYC documents and activities

Education

Bachelor of Commerce: **Economics** - 2008

University of the Free State

Honors in Bachelor of Commerce: **Economics** - 2011

North West University

Certifications

Regulatory Exams Level 1: Representatives – 2012

Leselo Examination Body

Certified Associate in Project Management (CAPM) - 2019

PMI

Registered for PRINCE2 Practitioner Exam –December 2019

AXELOS Limited

Languages

Afrikaans

English

Sesotho

Zulu

References

Available on request