**PRIVATE AND CONFIDENTIAL**

**NOXOLO NDWAYI**

**Address: 67 Sohuwa Street, Extention 4, Mfuleni , 7100. Contact no.073 225 4127**

**Summary**

I am an individual that likes being exposed to new challenges, exploring new ideas in life and in the academe I am by nature inquisitive and always willing and capable of associating and working with other people from different cultures. I am very disciplined and dedicated individual with a drive to succeed in life. I am willing to work as an individual as well as in a team.

**Competency:**

Written and verbal communication skills, writing, Planning and organising Skills, Computer Literature: Microsoft office (Outlook, Ms Excel, Ms Access and Ms Word).Able to perform under pressure as well as functioning independently. Good coordinating skills as well as good office management skills.

**Professional Experience**

**Department of the Premier (01 October 2010 – 30 September 2011)**

**Internship (administrative assistant)**

* Render administrative support to management
* Liaise with the role players in Project Management office Field
* Perform administrative duties as allocated
* Keeping up to date registers, charts and journals
* Compile tender specifications of events
* Arrange meetings and booking of venues
* Compilation of bundle documents
* Accurate Record keeping of files
* Distribution of bundle documents to all stake holders
* Assist with developing an electronic and hard copy media monitoring archival system
* Assist with sourcing information on needs basis for the development of knowledge management products
* Processing Claims
* Asset Management

**Department of the Premier**

**Worked as a Temp Personal Assistant for two months**

**(Office of the Deputy Director General)**

* Render secretarial and administrative support service in the Office of the DDG
* Manage the Deputy Director-General's diary and remind Her of appointments
* Handle all telephone calls on behalf of the Deputy Director-General   
  Confirm appointments and meetings
* Welcome visitors, provide refreshments and arrange parking
* Take minutes at meetings Draft submissions, memos, letters and render typing services to the Deputy Director-General
* **Metro Rail ( 01 July – 28 November 2008)**

**Buyer (in service training).**

* Verifying that purchase requisitions are complete and dully authorised
* Obtaining of quotations and updating the quotation register
* Prepare quotations commercial evaluation and compilation of comparative schedules
* Preparing a letter of acceptance and submits to a supplier and internal customer
* Debrief unsuccessful suppliers
* Create and place purchase orders against approved suppliers
* Accurate and on time Capturing of orders
* Keep and update contract, quotations, purchase order and supplier correspondence files
* Ensure confidentiality and safe keeping of supplier information
* Generate accurate procurement and tender reports and submit on time (requisitions, tenders, purchases)
* Generate supplier /contract performance reports

**Other working experience**

**Jet Retail Store (June 2005 - January 2008)**

**Sales Consultant**

* Communicating with old and new customers
* Assisting customers with new accounts
* Client relationship management
* Handling queries and doing follow up telephonically and by e-mail

**Tertiary Education**

Obtained a National Diploma in Office Management and Technology (2009)

Majoring in Information Administration, Business Administration and Legal Practice.

Institution: Cape Peninsula University of Technology.

Obtained a B-Tech Degree in Human Resource Development (2010)

Majoring in Organisational Development, Advance Management of Training, Project Management and Training and Development Strategies

**Education**

Matriculated at Manzomthombo Senior Secondary School in 2004.

Subjects passed: English, Xhosa, Accounting, Business Economics, and Economics

**Computer Packages**

Microsoft Power Point

Microsoft Project

Micro soft Publisher

Pastel Accounting

Internet explorer

Outlook

BAS

LOGIS

**Achievements**

A member of the CPUT volleyball team

A certificate for Caltex Junior Achievement Programme (Entrepreneurship)

Participated in the Premier’s Brunch for international Ambassadors in the Western Cape

Participated in the Launch of the 2010 FIFA WORLDCUP LEGACY REPORT BOOK

**Reference:**

**Mr D Moses**  (Deputy Director) Department of the premier

Cape Town

Tel no: (021) 483 3710, Cell no. 083 228 7863

**Mr T Tsiu** (Fleet Administrator) SARCC/Metrorail, Supply Chain Management Department,

Cape Town

Tel no: (021) 507 2594, cell no. 082 804 9508

**Miss R Louis** (Assistance Manager) Jet Retail Store

Wynberg

Tel no: (021) 797 4593, Cell no. 083 722 1859.