



# RAUL CLAUDEO TOVELA

A D M I N I S T R A T I V   A S S I T A N T

 +27 67 050 9630

 claudeotovela@gmail.com

 53 Galteemore st,  
Malvern, Johannesburg  
 <https://raulctsmart.github.io/raulct/>

## PROFILE

Highly skilled administrative assistant with experience in short term insurance. Able to meet deadlines in a timely manner. Able to handle several tasks with precision. Passionate about work and vibrant to bring in new ideas.

## SKILLS

- Excel Proficient
- Microsoft Proficient
- Time Management
- Fast Learner
- Problem-Solving
- HTML & CSS
- Proficient in English and Portuguese
- Strong Communication

## EXPERIENCE

### CLAIMS ADMINISTRATIVE ASSISTANT

Lombard Insurance

2022 April - 2022 July

- Worked closely with and reported to the head of claims on outstanding claims for personal and commercial lines.
- Called mandated/binder brokers to ensure timely closure of claims.
- Assisted claims staff with closing of claims on Grail.

### SCHOOL TRANSPORT DRIVER

Germiston

2020- 2023

- Transported children from primary and high schools to and from school.

### FRONT-END WEB DESIGN

Work from home

2023 - Present

- Self taught.
- Link to web portfolio: <https://raulctsmart.github.io/raulct/>

## Reference

Neeta Mungal - Head of claims and Procurement.

• +27 79 093 4046

## EDUCATION

### SECONDARY SCHOOL

Queens High School

2014 - 2019

### BACHELOR OF MATH & PHY

University of South Africa

2020 - Present

(to end 2024)