



TSEPA MATHUTHU

Curriculum Vitae

PERSONAL DETAILS

Name	:	Tsepa
Surname	:	Mathuthu
Date of Birth	:	30 June 1991
Nationality	:	Zimbabwean
Gender	:	Female

WORK EXPERIENCE

Dates	:	December 2016- May 2022
Position	:	Office Manager (Virtual since March 2020)
Responsibilities	:	Record keeping and service related administrative tasks Client assistance and transaction follow up Diary and travel management Tender and project management

		IT related projects and management
		Corporate law research and writing
		Stewardship of client relations and retention of Clients
		Supply chain management
Employer	:	Bazuka & Company Inc
Address	:	258 Beyers Naude Drive, Northcliff, Johannesburg
Reference	:	Bazuka Mhango
Contact Details	:	+27840711007 / bazukam@bazukalaw.co.za
Industry	:	Commercial Law Firm
Dates	:	February 2015 – August 2016
Position	:	Sales Assistant
Responsibilities	:	Assist with Database updates and information maintenance
		Discussion and Explanation of all company products
		Responding to queries about the company and its products as well as deal with any service queries
		Liaison between company employees and clients in terms of company products and services
Employer	:	Cedarwood Digital
Business Address	:	Fourways Office Park, Block 6 Ground Floor, Corner Roos & Fourways Boulevard, Fourways, Johannesburg
Reference	:	Rory
Contact details	:	+27 82-454-1338 / rory@cedarwooddigital.co.za
Business Type	:	IT Service Solutions Company

EDUCATION AND TRAINING

Dates	:	2014-2020
Qualifications	:	Bachelor of Commerce General
Principle Studies	:	Business Project Management
		Information Technology
Institution	:	Regent Business School
Dates	:	2012-2013
Qualifications	:	Foundation Social Science
Principle Studies	:	Media and Technology
Institution	:	Monash South Africa

SKILLS AND COMPETENCIES

Language Spoken	:	English
Other Languages	:	Zulu, Ndebele, Shona, Sotho, Sepedi, SeTswana, Vhenda
Social Skills	:	Teamwork Leadership Strong Verbal and written communication skills Responsibility and Accountability Conflict Resolution Client focused, friendly, empathetic, ability to relate to others Stress tolerance with ability to work, prioritise and function under pressure Computer literacy and administrative skills Accuracy and attention to detail Adaptability and able to work on complex issues
Organisational Skills	:	Project Management Team Management Delegation Goal setting and meeting of goals Creating and keeping deadlines Multitasking
Mental Skills	:	Creativity Assessment and evaluation Reviewing, reporting and research
Computer Skills	:	Social Media MS Word/iOS Pages Spreadsheets Email Communication Wordpress website building Python, Java, JavaScript, Flutter, Dart, HTML, CSS Operating systems (MacOs, Windows) Microsoft Office, G Suite Powerpoint, Keynote
Projects undertaken	:	Acquisition and Management of Media Equipment and Media programs for Divineyard Church of His Presence Zimbabwe. Ref : Brigadier General M Mzheri - +263 772 989 387 Kanzenzi Prospect, Geological project (Mwinilunga district, Zambia). Ref : Dr Kelly

Mzheri - +263 772 253 975

HOBBIES

- Yoga
- Endurance and extreme sports
- Photography
- Video Production
- Learning how to code across different platforms (Python, Java, JavaScript, CSS, C++, Flutter & Dart)
- Learning how to fly (Private Pilot Licence Acquisition)