



Seluleko Advice Zikalala(Male)

Experience

September 2017-2021

• Administrative Assistant • University Of Witswatersrand (Steve Biko Centre for Bioethics)

Responsibilities

- Answer phones and greet visitors
- Schedule appointments and maintain calendars
- Schedule and coordinate staff and other meetings
- Collate and distribute mail
- Prepare communications, such as memos, emails, invoices, reports and other correspondence
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical
- Manage accounts and perform bookkeeping
- Quality Check and Tracking students on SIMS

June 2016 -2017

Data Capture • Pinnacle Digital Solution

Responsibilities

- Gathering invoices, statements, reports, personal details, documents and information from employees, other departments and clients.
- Scanning through information to identify pertinent information.
- Correcting errors and organizing the information in a manner that will optimize swift and accurate capturing.
- Creating accurate spreadsheets.



243 Far Eastbank
Alexandra 2090



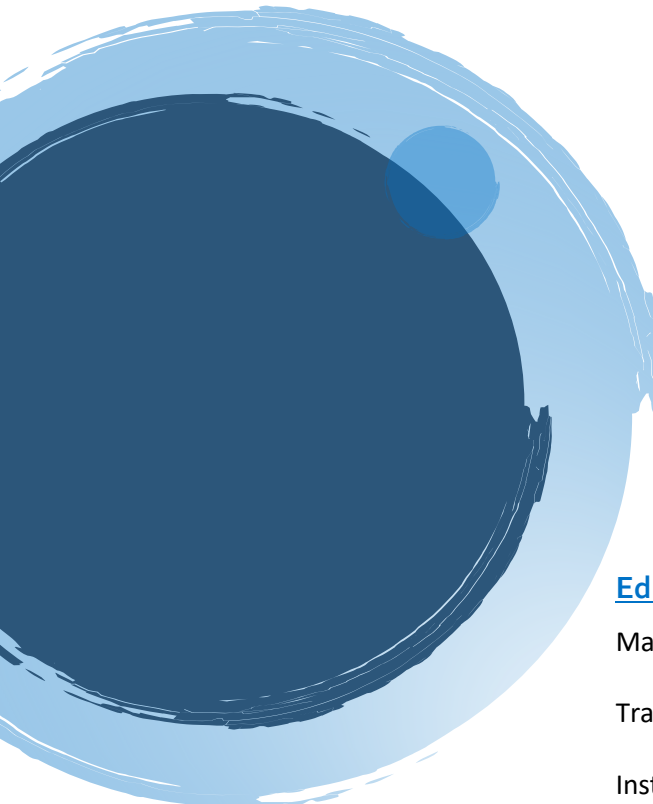
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Selussolution.com

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- Entering and updating information into relevant databases.
 - Ensuring data is backed up.
 - Informing relevant parties regarding errors encountered.
 - Storing hard copies of data in an organized manner to optimize retrieval.
 - Handling additional duties from time to time
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Education

Matriculated: Mangcengeza High School (2015)

Training: Proserv Training 2018 (obtained N4 Certificate NCV)

Institution: WitsWatersRand University 2018 (obtained Admin certificate)

Training & Development: Office Professional Development 2019 (Competency Certificate)

Training: Azure Cloud Computing 2021 (Microsoft Training)

Areas Of Competence

Communication Skills (Verbal and Written)

Computer Skills (Micro Soft Offices, Emailing act)

References

Company Name : University of Witwatersrand

Person : Tebogo Dithung

Contact No : 071 106 7567

Email : Tebogo.Dithung@wits.ac.za

Company Name : Pinnacle Digital Solution

Person : Mr T.N Dladla

Contact No : 0646776076

Company Name : Pinnacle Digital Solution

Person : Mr M.G Dladla

Contact No : 079 502 0816

Email : Gerald@pinds.co.za

