



# CV of Daphney Mmataseleng Dhlamini

## Contact

 7 Olivien Ave, Croydon

 daphney627@gmail.com

067 395 1143

## Profile

Drivers Licence - Yes

Non smoker

Own Vehicle

Matric Certificate - Yes

Further Skills & Development :

Bachelor of Arts in Social Work

1994 - 1996

Diploma In computers

1996

Diploma in Management

Administration

2003 - 2004

Telephone Etiquette & Frontline

2005

## Experience

### ● Hope La Fleur Communication Network

31 Mar 2012 - 31 Jul 2012

Budget control, payment processing, petty cash management, procurement & travel management, subcontractor management & liaison, client liaison, maintaining file system, office administration, co-ordinating meetings & more

Reference - Paul (Manager) 083 263 0581

Reason for leaving - Fixed Term Contract

### ● Nursetec Agency

01 Sept 2010 - 30 April 2011

Registering and booking nurses to different hospitals, salary Payment & Queries

Reference - Zalana (Manager) 082 453 0696

Reason for leaving - Fixed Term Contract

### ● Myoptics

1 Jun 2008 - 31 Aug 2010

Debtor control, calling clients for outstanding payments, maintaining accurate records of customers and their monthly payment reports & ensuring all clients accounts are paid up.

Reason for leaving - New job offer

## Experience

### ● Manufacturing & Minor Inventors - Receptionist

01 June 2005 - 30 May 2008

Doing companies weekly statistics, answering calls, complete waybills for couriers parcel collection, ensuring a friendly environment for customers, weekly collecting companys garage slips for managers & reps to check any discrepancy on registration and fill-ups before reporting to human resources. Updating employee's clocking worksheet.

Reference - Fatima ( Manager) 011 452 4737

Reason for leaving: Job offer with more growth

### ● Teacher for Academy International

01 Aug 2003 - 30 May 2005

Administration clerk & debtors, registering students, career guidance for grade 12 students & specializing in teaching English.

Reference - Retha (Manager) 011 394 1383

Reason for leaving - Industrial job offer

## Other noteworthy qualities

**I am able to meet tasks & responsibilities simultaneously.**

**I constantly strive to meet all business expectations & standards to the T.**

**Proactive, motivated, goal orientated, problem solver.**

**Client service orientated.**

**Well organized, reliable, and handles pressure very well.**

**Work my way into becoming a major asset to the company.**

**Thank you for your time.**