

Joyce Gadifele Mogale
71 Monterrey Northgate
081 446 3049

Objectives

I am highly motivated with good communication skills, accountable and can work independently. I have an innovative personality and good in efficient problem solving – with an eye for attention to detail and emotional intelligence.

My own cosmopolitan background and analytical interest in other cultures together with my command of at least six of the eleven official languages have left me confident in working with people from different backgrounds

The experience that I have gained in the various companies that I have worked in/with and the experience from running my own company has uplifted my skill sets.

I am Dedicated & skilled at meeting support, and client coordination to ensure optimal department operations and team efficiency. I am fully Well-versed in service and business needs with excellent time management, communication, and interpersonal abilities.

Personal Details

Names	Joyce Gadifele
Surname	Mogale
Date of Birth	12 August 1992
Gender	Female
Marital status	Single
Nationality	South African
Home Language	Setswana
Other Languages	English, Afrikaans, Xhosa, Sepedi and Zulu
Cell No.	081 446 3049
Email Address	joycemogale@yahoo.com
Residential Address	71 Monterrey Northgate Randburg 2162
Health	Good
Driver's License	YES

Qualifications

Matric

School	Chris J Botha Secondary School (Bosmont)
Highest Standard	Grade 12
Year Obtained	2010

Tertiary

Institution	NOSA Health AND Safety (ALL copies available when requested)
Qualifications	Certification in Health and Safety Introduction to Samtrac Course (HIRA and SHE System Tool) Applying Health Safety & Environmental Principles & Procedures SAMTRAC (NQF 5)
Year Obtained	2011

Mentorship	Ramako Investment
Roles & Duties	Equipping an organization for effective integration of people living with disabilities Monitoring and application of safety standards on construction site Maintenance of safety site register Ensuring that safety signs are displayed and visible Dispensing and recording of first aid box material and reports Reporting, recording and investigation of health and safety incidents Promotion of HIV /AIDS Awareness on site Housekeeping on site
Duration	April 2011 – May 2013

Skills

- Budget design and monitored
- Time efficient, systematic working methodology
- Rapid adaptability to new problem solving and new locations
- Web/Graphic design (Marketing Materials)
- IT administration – software configuration (Word and Excel ,Windows ,Power Point)
- Social media management (Instagram – Twitter – WhatsApp – Facebook – YouTube)

Work Experience

Company: Drumboss Musik

Position: Office Administrator - P.A/ Event Organizer

Duration: September 2016 – September 2019

- Coordinating office activities and operations to secure efficiency
- Managed staff responsible for event coordination activities
- Coordinated details of events
- Trained, and educated staff on proper event procedures - Diary management, planned and organized meetings - Organized complex travel
- Calculated budgets and adjusted when necessary - Booked venues and negotiated fees - Prepared invitations and sent out at appropriate times
- Prepared documents for meetings, took action points and wrote minutes
- Conducted research and prepared presentations
- Managed and reviewed filing and office systems and typed documents
- Sourcing and ordering stationery and office equipment

Company: Tutor ABC Consultants

Position: English Tutor

Duration: January 2016 – August 2016

- Answered student questions related to the course content
- Resolved technical or connectivity issues
- Replied to student messages
- Responded to messages from peers and school administrators
- Graded student assignments and tests
- Assessed student progress
- Suggested program or curriculum improvements to school administrators - Maintained required records

Company: Maxcell (Cell C)

Position: Team Leader (Porting Department)

Duration: March 2015 – December 2015

- Developed strategies to help the team reach its goals - Provided any training that team members needed
- Communicated clear instructions to team members - Listened to team members' feedback
- Monitored team members' participation to ensure the training they are being provided is being put into use, and also to see if any additional training is needed - Managed the flow of day-to-day operations
- Created reports and provided updates concerning the team's progress
- Distributed reports to the appropriate personnel

Company: Joy M Entertainment

Position: Managing Director / Owner

Duration: January 2014 – January 2015

- Strategically planned and coordinated events
- Managed various local music artists
- Sourced, hosted and managed promotional events
- Budgeted and focused on upgrading and increasing company resources

Company: Optique

Position: PA/Receptionist

Duration: April 2011 – January 2013

- Co-ordinated and managed the Information Desk - Processed medical aid claims
- Answered calls and liaised with clients competently
- Preliminary drafting of correspondence on Optometrist's behalf
- Diary management, planned and organized meetings
- Organized complex travel -Prepared documents for meetings, took action points and wrote minutes
- Planning and organizing events - Conducted research and prepared presentations
- Managed and reviewed filing and office systems and typed documents
- Sourcing and ordering stationery and office equipment
- Managed ad hoc projects
- Management of stock, incoming and outgoing
- Performed housekeeping duties

Company: Avon Justine

Position: Receptionist

Duration: January 2021 to date

- Work independently, and under the direction of Ownership, to creatively solve problems that relates facilities.
- Manage attendance register for all temporary/contract associates
- Assist mailroom associates as and when required
- Management of the facilities helpdesk and incoming calls to ensure all requests are responded to
- Data capturing as and when required
- Assist with the asset register, ensuring it is maintained and continuously update
- Manage the companies' drivers' schedule. Update regularly and oversee the delivery and collection of all associate and VIP's parcels/transfers
- Central point for all facilities communication that needs to be relayed to business
- Conduct daily, weekly, and monthly inspections on the building to determine action points required
- Assist mailroom associates as and when required
- Assist in ordering of consumables and refreshments as and when required
- Receive staff & Walk in Returns and send to Distribution Centre
- Management of room bookings and assisting with the setup of rooms as and when required
- Perform other tasks requested by the Head of Department and/or other associates in different departments

References

Name Amos Mwenda (Manager)

Work Drumboss Musik

Tel/Cell: 011 048 2926 / 073 459 5352

Name: Thembi Dube (Tutor)
Work: ABC Consultants Recruiter
Tel/Cell: 072 921 6041 / 061 496 3266

Name: Mbali Khoza (Supervisor)
Work: Maxcell (Cellc)
Cell: 072 654 7097

Name: Jeffrey Skhosana (Registered Optician)
Work: Optique Optician
Tel/Cell: 011 333 8160 / 079 090 7627

Name Thabo Johnson(CEO)
Work Ramako Investment
Cell 076 441 1130

Name: H Godfrey (Principal)
Work: Chris J Botha Secondary School

Name: Ian Van Rensburg (Department Manager)
Work: Avon Justine Head Office
Cellphone: 079 495 0855

