

Unathi Ntoni

2812 Mokwene Street Mapetla Soweto 1818

0784097415 | maribaunathi@gmail.com

OBJECTIVE

I'm a resourceful and skilled Front Desk Administrator with outstanding knowledge of Administration, PA and Receptionist, proven ability to gain an understanding of any business objective and work accordingly. Possesses an excellent knowledge of Admin work with a proactive attitude, demonstrate clear thinking and able to cope with a varied and large workload. Able to work well both independently and as part of a productive team, demonstrating the motivation and problem solving abilities required to meet demanding deadlines while maintaining the high standards. I am seeking a challenging role, where my existing skills and qualifications will add value from the outset, whilst I continue to further develop my skills and knowledge in this field.

PERSONAL DETAILS

- Date of Birth : 29 June 1990
Gender : Female

EDUCATION

- **Walter Sisulu University** 2012
National Diploma in Administrative Management
- **George Mqalo SSS** 2007
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12

EXPERIENCE

- **CHRIS HANI BARAGWANATH HOSPITAL** 03/2021 - 02/2023
WARD ADMIN CLERK
SAP MEDICOM DATABASE - Registration, Bookings and discharging of patients through the System.
Update internal data base loading new patient information.
Typing of reports and allocations using ms word and excel.
Telephone receiving and outgoing calls for patient's Bookings and general calls around the hospital.
Conduct and distribute of internal and external correspondence.
Filing of patient records and dismantle them upon discharge.
Efficiently manage and keep records of documents.
Compile daily and monthly statistics.
Transfer of Patients from within the hospital and external hospitals through the system.
Doing traveling logistics for Patients that needs to be transferred to other hospitals (fill all the information on transport slip, take it to matron office for approval then take it to transport department)
Clerical duties such as photocopying, faxing, mailing and filing documents.
Verifying of patient's information and rectify when necessary
Scheduling meetings and appointments and attend as a scribe.
- **ABAMISELI QUANTITY SURVEYORS** 08/2017 - 04/2019
FRONT DESK ADMINISTRATOR
Front desk Administration and Telephone receiving.
Managing manager's Diary.
Preparing coffee and refreshments for visitors or clients.
Manage the filing, storage and security of documents and Efficiently manage and keep records of documents.
Schedule Meetings and Appointments, compile meeting Documentation and distribute to all participants.
Compile minutes as recorded in meetings and distribute to all participants.
Boardroom meeting reservations.

Ensure continuity and consistency of the programme or Project information.
 Liaise with clients / consultants/contractors and request project information as and when required.
 Manage and constantly update information on EFMS.
 Upload payments on EFMS for both consultants and contractors.
 Ensure that programme or project invoices for fees are followed up Clients timely.
 Complete all contractor documentation and JBCC documentation.
 Compile monthly reports.
 Ensure adherence to deadlines and compliance to submissions.
 Order office equipment, procure stationery and ensure smooth running of the office.
 Organise couriers, sign for all packages/ deliveries, accept and record all incoming and outgoing information, ensuring timely completion and follow up.
 Doing traveling logistics for the organisation (Accommodation, car rental, flights and petty cash)
 Compile Projects Final accounts, and close our reports.
 Source tenders from relevant websites, Compile and prepare them for submission.

• **COEGA DEVELOPMENT CORPORATION** 03/2013 - 03/2016
 PROJECT ADMINISTRATOR INTERN

Working closely with managers, assisting them in managing their diaries.
 Clerical duties such as photocopying, binding, scanning, printing, laminating.
 Typing memos and reports and make sure that they are free of errors and correctly formatted.
 Preparing monthly reports.
 Working on EFMS system, loading documents, updating fees and generate reports.
 Acts as a general reception for the business unit and assist clients by directing calls to the right person.
 Welcoming of visitors and clients and make them feel welcomed.
 Capturing manager's time sheets on the system.
 Boardroom meeting reservations
 Attending monitoring meetings, business unit and EFMS meetings.
 Working on excel spreadsheet.
 Working with finance department and make sure that petty cash is available for the business unit.

• **STERKFRONTEIN HOSPITAL** 04/2011 - 10/2011
 HR ADMIN ASSISTANT

Scheduling and confirm interviews with candidates.
 Prepare and sending offer & rejection letters or emails to candidates
 Working as a scribe on meetings and interviews.
 Answer telephones and transfer to appropriate staff member.
 Doing Clerical duties such as photocopying, faxing, mailing and filing of documents.
 Capturing of PMDS forms and record them in a system.
 Update data base when there is new candidates information.
 Receive staff leave forms, record them and check if they are correctly captured on PERSAL.

SKILLS

- Computer literacy
- Telephone etiquette
- Customer service
- Multi-tasking
- Interpersonal skills
- Verbal and written communication
- Time management
- Organisational management

ACHIEVEMENTS

- Training in Educational Facilities Management Systems. Certificate in Breaking Barriers to Entry into the Public

REFERENCES

- **Patricia Sangweni - Chris Hani Baragwanath Hospital**
Operational Manager
0119338218
- **Nolizwi Ntshonga - Abamiseli Quantity Surveyors**
Office Manager
0413741121
- **Thembeke Poswa - Coega Development Corporation**
Director
0431111609