

Gugu Daphney Mahlangu

4282 Halfbreak street Allendale EXT 12 Midrand 1632
0760303524/0764265208 | gugu.mahlangu05@gmail.com

Objective

I am a young and vibrant individual who is passionate about helping others and making a good impact in people's lives. I consider a perfectionist who always prides herself in the work she does and being able to deliver the best quality required. I am diligent in my work, meticulous and work with minimal supervision to make the work easier for those around me.

Experience

- Philasande NGO** 10/05/2021 - 31/03/2025
Receptionist
 - °Ensuring that the reception and environments are cleaned properly
 - °Filing and organising documents like emails and other administrative records
 - °Promote the organization's services in some cases
 - °keeps track of employees movements and attendance in the organization
 - °Arrange travel and accommodations, and prepare vouchers
 - °Receive, sort and distribute daily mail/delivery
 - °Maintain office security by following safety procedures and controlling access via the reception desk(Monitor logbook, issue visitors badges)
 - °Update calendars and schedule meetings
 - °Order front office supplies and keep inventory stock

- Vukanini primary school** 22/07/2019 - 15/12/2020
Administration clerk
 - °Capturing marks on SA-sams
 - °Provide full admin to staff
 - °Perform data-entry, documentation, printing & filing duties
 - °Ensure the school complies with relevant laws & regulations
 - °Answering telephone calls
 - °Capturing & printing of school report cards
 - °Data capturing
 - °Communicate with parents, regulatory bodies & the public
 - °Help shape & uphold the vision of the school
 - °Handle scheduling, record-keeping & reporting

- Sesfikile youth development** 15/01/2016 - 12/12/2016
Receptionist
 - °Answering telephone calls
 - °Assisting with a variety of general administrative duties
 - °Welcoming visitors with a positive and helpful attitude
 - °Photocopying, faxing & taking notes
 - °Direct visitors to the appropriate person
 - °Provide basic and accurate information in-person and via phone/email
 - °Make sure that the office is closed or opened at the right time

- Department of social development** 21/01/2015 - 20/11/2015
Administration clerk
 - °Handling incoming calls & record all the messages
 - °Sort & deliver incoming mail & send outgoing mails
 - °Setting up meetings
 - °Verify invoices for the raised purchases upon deliveries of goods & services
 - °Support the officers in daily admin roles & keep stock of stationary supplies
 - °Create & maintain a underful database for the department
 - °Put up purchase requests for all approved purchases & necessary approval
 - °Manage agendas/travel arrangements appointments
 - °Create & update records & database with personnel

Education

- **Gert sibande college** 2013
Office administration certificate
- **Ikhethelo secondary school** 2010
Grade 12

Skills

- °Microsoft package °SA-sams °Time management °Attention to detail °Planning & organising °Adaptability

Reference

- **Phembokuhle Nkosi - Philasande NGO**
Finance officer
knkosi150@gmail.com
0672649352
- **Portia Vilakazi - Vukanini primary school**
Senior administration clerk
Portia.vilakazi@gmail.com
0790845687
- **Bathobile Masilela - Sesfikile youth development center**
Centre manager
thobile.masilela0@gmail.com
0735161586
- **Eunice Masina - Department of social development**
General assistant
eunice.masina@gmail.com
0176471285