

Curriculum Vitae

PERSONAL

Name Nomapelo Pindani
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Date of birth 27-01-1988
Gender Female
Driver's licence Code 08



WORK EXPERIENCE

- Nov 2020 - Present Executive Secretary
Faculty of Law, Nelson Mandela University, Gqeberha
- Performing office and other general administration functions within the office of the Executive Dean: Law · Events coordination
 - Financial administration, reporting and budgetary functions
 - Internal and external public relations and communication liaison
 - Manage and create short term employment contracts · Manage bookings of venues, logistics, traveling and catering arrangements for the office of the Dean and Deputy Dean · Faculty website maintenance · Leave co-ordination for Faculty Departmental Secretaries
- Mar 2018 - Oct 2020 Departmental Secretary
History and Political Studies, Nelson Mandela University, Gqeberha
- Providing professional secretarial services within department · Academic Administrative support for department staff and students · Capturing and managing of marks on ITS · Manage and create employment contracts on ITS · Monitoring and allocation of budget spending · Manage bookings of venues, logistics, travelling and catering arrangements for department
- Dec 2011 - Feb 2018 ICT Services Helpdesk Assistant
Nelson Mandela University, Gqeberha
- Providing first and second line ICT support to NMMU students and staff · Software and hardware support (troubleshooting) · Logging, managing, and tracking job cards and end user satisfaction assessment as per organization SLA · Detecting and solving problems and malfunctions within Microsoft Office products · Ensuring smooth operation of computer applications and internet browsing

EDUCATION AND QUALIFICATIONS

- Feb 2020 - July 2022 Advanced Diploma: Management practice
Nelson Mandela University, Gqeberha
- Feb 2015 - Nov 2018 Diploma in Management
Nelson Mandela University, Gqeberha
- Feb 2014 - Nov 2014 Higher Certificate in IT: User Support Services
Nelson Mandela University, Gqeberha

SHORT COURSES

- Front line communication
- Conflict resolution Skills and Strategies
- Management and Supervisory Skills
- Security Education, Awareness and Training
- Excellence in Service
- Prepare, conduct and record meetings TEFL Certificate
- Microsoft Office Specialist (Outlook)

REFERENCES

COMPUTER LITERACY

MS Office Suite, Active Directory, Dame Ware, Technical Support, HEAT, Windows, Microsoft Dynamics CRM, Integrated Tertiary Software(ITS), WCMS (Mandela Website Management System)

SKILLS

Academic Administration	Expert
Training facilitation	Experienced
Office management	Expert
Financial management	Expert
Hardware and Software support	Expert
Project management	Experienced