**Curriculum Vitae**

Of

**Neetha Moodley**

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Profile on LinkedIn

Nationality: South African

Licence: Code 08

Health: Good

Criminal records: None

Hobbies: Socialising, watching movies and card making

**PROFESSIONAL PROFILE:**

A committed and proactive professional, adapt easily to change. Able to work well on own initiative and a motivated team player who enjoys being part of a successful and productive team, and thrives in highly pressurised and challenging working environments

**EDUCATION:**

School: Woolhope Secondary

Highest STD passed: Matric (1990)

Subjects: English, Afrikaans, Biology, Accounting, History, Mathematics

**POST MATRIC:**

**Business Management Programme**: NMMU Business School (2016) (Equivalent to NQF 6=Diploma)

**Secretarial Certificate (Rapid Results College) Pitman’s Exam Institute**

Office Procedures Level 1

Typing and Word Perfect 5.1

Bookkeeping & Accounting level 1

English for Business Communication

**COMPUTER LITERATE:**

MS Word, Power Point, Excel, Access, Internet Explorer, Visio 2010, Publisher, One Note,

Lotus Notes, Project Management, TEAMS, ZOOM

Database – KIDZ

Web content Management

ITS system

**SAP R3 system**

Accounts payable

Accounts receivable

Employee recoveries

General ledger

Bank Recon and funding

**COURSES:**

Business Management Programme: NMMU Business School (2016 )(Equivalent to NQF 6=Diploma)

 Integrated Operations Management, Finance for Non- Financial Managers, Contemporary Management, Marketing Principles & Customer relations, HR Management for Non-Practitioners, Labour relations and Project Management

Diploma in Human Resources: NMMU (not completed) Subjects passed - Accounting and

 Business Management 1

Basic principles in Public Relations: Varsity College (PRISA Accredited – Distinction)

Edu Care Certificate: Tom & Jerry Pre School

Certificate in Internal Auditing: ISO 9001:2000

Service Agents skills &

Business communication: GM South Africa

Warranty Policies & Procedures: GM South Africa (2007)

Technical Training for Non-Technical

 people: GM South Africa (2008)

Minute Taking course: NMMU (2010) (J Lück)

Conversational isiXhosa: NMMU (2010)

Personal Growth Course: Life Line (March 2014)

Project Management/MS Projects: NMMU (May 2014)

Counselling Course: Life Line (June 2014)

Office SA: Siyanqoba

Office Administration and Records

Management: Siyanqoba

Travel Workshops: Travel People

The Ultimate PA: CBM Training (November 2015)

Security Education, Awareness

and Training: NMMU (November 2015)

Conflict Resolutions Skills

and Strategies : NMMU (May 2017)

MBA for Office Professionals: Siyanqoba (Nov 2017)

Protocol and Business Etiquette

Comprehensive Programme: International Protocol Consultants (July 2019)

Mentorship Programme: Nelson Mandela University (2020) Mentor with 1 Mentee

**SKILLS:**

Interpersonal Effectiveness, Organisational Skills , Administrative Skills
Typing Skills , Presentation Skills , Written and Spoken Communication Skills
Accuracy and Attention to Detail , Ability to Multi Task , Ability to Meet Deadlines
Ability to Go the Extra Mile , Telephone Etiquette , Effective Filing System
Time Management and Project Management.

**WORK EXPIERENCE:**

**AQUASTAMP** (Jan 2010 – Current) Part time

Marketing and Public Relations Co-ordinator

**Duties:**

Co-ordinate Social media page (Created Facebook page, update and administer)

Research, Marketing and sales - target audience, word of mouth advertising, promotion of products

Assist customers in store with request as well as Art & Crafts supplies.

Assist with Arts and Crafts workshops (card making)

Invoicing

Organise events (year -end lunch, milestone celebrations)

Co-ordinate Human Resource function - prepare Job descriptions, conduct interviews and appointments.

Prepare adverts for social media and other avenues

Assist with delivery of orders when required.

**Corporate social investment:**

Secured sponsors for an underprivileged school in the area and planted 50 indigenous trees.

Painting of the swings & jungle gym for Grade R – Malabar Primary School

Sponsored 20 Hospice children with Christmas gift packs

Sponsored 10 kids for Santa’s blessings for underprivileged school

**Nelson Mandela University (**NMU) (November 2021 – Current)

Engagement and Transformation: Acting Personal Assistant to Deputy Vice Chancellor: ETP

**Duties:**

Co-ordinate electronic diary for the DVC: ETP

Arrange meetings and events for DVC: ETP office and take minutes if required

Provide administrative support to DVC: ETP (Travel, stationery, printing)

**Nelson Mandela University** (NMU) (April 2011 - Current)

ICT Services – Executive Secretary to Chief Information Officer (CIO)

**Duties:**

Co-ordinate electronic diary for the CIO, screening of calls and receiving guest.

Conduct basic research task for departmental managers (internet search)

Arrange meetings and events for CIO & ICT Services and take minutes if required

Provide administrative support to CIO and ICT Services (Travel, stationery, printing)

Finance support – Processing, document filing and tracking of financial transactions

Monitor ICT/ Operations budget as well as capturing of yearly budgets and draw reports

Liaise with Internal and external customers telephonically and in person

Organise meetings and locate venues internally on behalf of suppliers.

ITS – Giving access to users

Assist in Vice Chancellors office as well as DVC: IS office when requested and still assist the CIO at the same time.

Secretary to the Senior Director: Estate & Facilities for 8 months in addition to my existing duties.

Assist with Human resources duties – Screening of CV’s, attending interviews when requested.

Adhoc duties – assist with events for Sustainability projects, ICT events, Registration, assist in other departments within Institutional Support and many other events/projects when required.

**Nelson Mandela University (NMU)** (July 09 - 31 March 2011)

Marketing and Corporate Relations – Administrative Assistant

**Duties:**

Assisting three Managers with day-to-day requirements - Marketing, Communications and Branding Manager. Also assisting the Director – Alumni (July 09-Current)

Assist the MCR Director when PA is not available or when required

Screening calls for management team members- 3 Managers

Assistance with managers’ diary keeping

Arranging meetings for management team members, taking of minutes & distributing minutes

Conducting basic research tasks for department managers (e.g. finding information on internet or contacting suppliers to locate a specific item etc.)

Managing of NMMU’s general information email address (filtering incoming email; investigating appropriate replies to queries from the public, prospective students etc. and/or identifying appropriate department to which to forward queries; replying to enquirers; tracking responses to ensure queries are dealt with by departments they were referred to).

Assistance with updating and maintenance of departmental databases

Handling national and international travel bookings (flights, car hire, accommodation and foreign currency if required) for 14 staff members including management.

Handling general telephonic queries to the department from internal and external customers

Answering calls for staff when they are out of office – 14 staff

Taking of minutes in meeting when required – Communications

Liaise with catering service for refreshments for meetings

Housekeeping (office and Storeroom)

Coordinating, processing, document filing and tracking of all financial transactions for the department

General queries from MCR staff (payments travel)

Handling of internal print requisitions

Ordering of stationery, canteen request, sorting mail etc. for department

Processing of internal orders, e.g. stores, works orders etc.

Monitoring MCR budget and assisting with queries

Capturing of budget (if required)

Managing mass mailing projects for the department (ordering of stationery/packing materials, organising labels, managing workflow)

Printing of labels for stakeholders

Managing of equipment within the department – booking out of equipment

Managing procedure of expressing official condolences on behalf of NMMU to staff/students/families

Seminar Room bookings

Preparing and posting of cards (honorary members birthday, thank you, etc.)

KIDZ database (capturing, updating, printing and reports)

Assisted with VC Scholarship programme

**Temporary employment- PAG recruitment** (April & May 2009)

Cell C- Receptionist -1 day assignment

Nelson Mandela Metropolitan Municipality- Labour Relations Department- Secretary (2 weeks)

**General Motors South Africa** (July 2007- February 2009)

Aftersales - Technical Support Co-ordinator/ Admin Assistant

**Duties:**

Assisting with Environmental audits

QMS – conduct audits for the Tech Support Dept.

Department QMS document controller

Technical Service Bulletins – all retailers and staff

Administration of Sales cancelled and customer return vehicles

Inspection of vehicles returned to plant

Stock count of vehicles for quarterly audits

Co-ordinate Service Technical Forums (STF)

Preparing PowerPoint slides for presentations

Back up retailer query handling

Routing queries to the responsible person

Assist in preparation of annual budget

Monthly forecasting and analyse actuals providing explanation for variances.

General Administration and adhoc duties (leave, filing, travel & stationery) for Aftersales Service Operations (4 departments)

Assistant to National Service Manager and Field Operations Manager

Purchases request via SAP

Compile Visual management presentation

Organise year-end events

Maintenance of reports on P drive

Screening of calls

**General Motors After-Sales Department**

Quality Management Systems Co-ordinator (April 2006–June2007)

**Duties:**

General office Admin (Travel arrangements, leave, typing, filing)

Assistant to Managers- National Service and Field Operations

Customer queries

Oversee all QMS documentation

Ad hoc duties (data capturing)

**General Motors - Corporate Communication**

Communications Assistant (July 2002 – January 2005)

Promotions Co-Ordinator (February 05- March 2006)

**Duties:**

General office admin (correspondence, typing and customer queries)

Manage Corporate Social responsibility (sponsorship & donations)

Corporate Social events (Various charities and organizations in PE, handover of vehicles, cheques, sport items etc. Assist with SMATE, Starting blocks, Community Chest, Algoa FM functions)

Work closely with Event Company – The Green Room

Assist with The GM year-end event for staff

Travel arrangements (Local & overseas)

Budget (compile and manage) – +/- R1.5 million

Process purchase request (SAP)

Prepare Project Appropriation request

Update database of media and stakeholders

Assistance with Events (Launches, long service, VIP’s, family days, management meetings)

Liaise and host Media and VIP’s from around the world

Organise functions (media events, service awards, Sinakho)

Corporate gifts for the company (source, control with budget & sales)

Employee gifts (source and distribute to 3500 staff)

Organise department year-end function and ad hoc events

Manage the vehicle support programme

Liaise with Director, management and staff at all levels

Liaise and Host GM America Directors and Top Executives

Quality Management system controller and auditor

Assistance with Plant Tours

Distribute internal communications via e-mail

Control and collect media clippings

Assist with corporate image and branding material – sourcing of material and promotional items

Control and Stock take of GM branding

Prepare media packs for media events

Co-ordinate Youth Leadership Programme (Outward Bound)

Liaise with Service Providers and government officials when required

**Standard Bank - Head Office**

Provincial Operations

Receptionist/secretary and Accounts Clerk (Oct 1997 – June 2002)

**Duties:**

Secretarial assistance for Department

Payment of accounts – SAP

Admin (typing, filing, faxing, update PABX system)

Customer queries general & account payments

Organise staff events (yearend function and quarterly breakfast meetings)

Switchboard Operator for Head office

**Standard Bank – Cash Centre PE** (June1997– Sept 1997)

**Duties:**

Administrative Assistant to Manager of Cash Centre

Assisting with ATM deposits

Chain for tellers

Sorting of mail

**Standard Bank- Buffalo OPC- East London** (Sept 1995- May1997)

Data capturer and Communications Clerk

**Duties:**

Data capturing

Receive, dispatch mail

Customer queries

**Standard Bank- Algoa POD (**July 1993- August 1995)

**Duties:**

Data capture - SPEAC Department

Switchboard Operator- Admin Department Duties:

Data capturing

Sorting of mail

Monitor and maintain telephone system

Typing and Switchboard

Customer service and queries – Reception desk

**Rehal Wholesalers** (1991-1993)

Assistant / Receptionist

**Duties:**

Customer service/queries

Petty cash and cash intakes

General admin (post statements to clients)

Meet with Service providers