

THOBILE CHITANDA (NEE – TSHABALALA)

25 Countesses Avenue
4 Foursom
Windsor West, RANDBURG, 2194
Cell No.: 0792644013 / 0827188512
thobza2011@gmail.com
ID No. 7303050318089 (South African)

MY PERSONAL GOALS

I consider myself to be reliable, hardworking, honest, and a good team worker.

I also work well on my own, rising to the challenge of the task at hand.

I am a “people-person” and thrive on working with colleagues and service providers.

I am self-motivated I am a go-getter, and always strive to add value to my employer.

SKILLS

- Calendar Management
- Planning Skills
- Communication Skills
- Travel Arrangements
- Coordinating Meetings
- Administrative Skills

SOFTWARE

- MS Word, MS Excel, MS PowerPoint, MS Outlook
- Oracle
- Sage Accounting
- Dropbox
- One Drive
- Elixir (Med – e Mass)
- Icon – E-Auth
- Saoc
- Mosaik System
- GoodX System

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WORK HISTORY

1. Dr. Paradza/Specialist Radiation Oncologist - Pinehaven Hospital (Oncology Department) And Radicare Health (Pty) Ltd (Krugersdorp)

1 April 2017 to 15 September 2022

Administrative Assistant Manager

DUTIES

Administrative duties (General Administration of all Radicare and Practice Projects):

- Responsible for administrative duties such as coordinating patients care processing and coordinating liaison with funders for authorizations and clinical audits.
- Diary management, email management, coordinating of meetings.
- Coordination of domestic and international travel and accommodation
- Coordination of feedback to referring doctors.
- Registration of all new brachytherapy patients in the Pro-Brach Database.
- Keep an inventory of all Practice/Radicarehealth assets on the Dropbox System.
- Diarise all license renewals and care services date and other subscriptions.

Financial Management and reporting duties (In consultation with Directors)

- Coordination of and creation of financial performance spreadsheets, including business budget.
- Coordination with company accountants to provide monthly financial reports to directors.
- Preparation of VAT submission liaise with our accountant.
- Provide regular feedback on financial performance to directors, eg. Income Statement and Cash Flow reports
- Coordinate accurate customer/supplier invoicing within Radicare entities with the Accountant, making sure they are up to date.
- Reconciling customers'/suppliers' invoices, comparing bank statements, and Remittance advice.
- Compile all invoices to be paid, making sure all invoices are captured/reconciled on Sage.

Human resource management and reporting (in consulting with directors):

- Manage staff leave and attendance registers.
- Develop a staff training and skills improvement plan.
- Maintain Doctor's CPD portfolios and ensure compliance with accreditation requirements.
- Manage group IT assets and storage platforms, and backups with the help of IT providers.

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Reason for Reason: Retrenched

2. Bosasa Group (Krugersdorp)

June 2011 to June 2016

Executive Personal Assistant to 5 Directors

DUTIES

- Diary management for 3 Executives.
- Effective and good telephone, diary, and email management, including setting up meetings and taking minutes.
- Assist with office administrative functions.
- Coordination of all domestic and international travel and accommodation.
- Organising events
- Maintenance of service excellence by providing a consistent, reliable, and professional office service.
- Assisting with all other ad hoc duties relating to the Business Unit or group as requested from time to time.
- Ensuring a strict sense of confidentiality, discretion, and general knowledge/awareness of the business.
- Ordering stationery, uniforms, laptops, etc.
- Compiling Monthly reports and Board Packs
- Typing of business letters, minutes, memorandums, schedules, and general correspondence
- Requisition invoices and make sure that they have been paid.
- Presentations

Reason for leaving: Retrenched

3. Airports Company South Africa (Bedfordview)

September 2009 to May 2011

Personal Assistant to 5 seniors

DUTIES

Diary management for 5 senior people. Handling and screening of all internal and external telephonic communication. Hosting of clients. Ensuring effective administrative support services. Management of an effective filing system. Management of travel arrangements. Board Packs. Minutes taking. Typing of all letters, reports, memoranda, mail merge, track changes, and other necessary documentation. Preparation of PowerPoint Presentations. Compiling of Performance

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Contracts for Seniors. Report formatting and editing including monthly budget administration. Requisition, Invoices, and Receipt (GRV). Make sure that invoices have been paid. (Oracle System). Relieving at reception on request.

Reason for leaving: Contract

4. Alexander Forbes Financial Services (Sandton)

Aug 2003 to July 2009

Personal Assistant to 3 Seniors Consultants

DUTIES

- Diary Management.
- Drafting agendas, compiling & distributing to clients.
- Preparing attendance registers before meetings.
- Screening of calls and taking messages.
- Receive visitors for the branch. Organizing boardrooms, refreshments, and parking.
- Arranging documents, and organizing teleconference and video conferences for the meeting.
- Travel arrangements (including flights, car hire, and accommodation) for the managers.
- Photocopying, faxing (both manually and electrically). Scanning, courier & handling emails (in and out).
- Ordering stationery (electronically) for the department.
- Organizing technical assistance when required.
- Responsible for petty cash.
- Requisition, Invoices, and Receipts. Make sure that invoices have been paid.
- Filling documents (manually & electronically) and keeping confidentiality at all times.

Typing of:

Dicta typing the report of the minutes from the consultants.

Agendas (binding & sending out of)

Correspondences for the senior and junior consultants

Mail merge – using Excel spreadsheet.

Track changes

Updating of Excel spreadsheet with relevant information.

Assisting the consultants with compiling PowerPoint presentations.

Reason for a reason: Resigned

5. SEDIBENG CONSTRUCTION (PTY) LTD (Bruma)

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March 2003 to July 2003

Secretary/Admin Clerk

DUTIES

- Attending to clients, and handling calls.
- Maintain diaries for two managers by making and updating appointments daily.
- Screening calls and taking messages.
- Receive visitors, invite attendees to the meetings, and organize boardrooms, refreshments, and parking.
- Ordering stationery.
- Typing, Faxing, photocopying, filing correspondences, and organizing their travel arrangements.

Reason for leaving: Retrenched due to company's financial problems.

6. McCainAIN FOOD PTY (LTD) (Bedfordview)

Dec 2002 – March 2003

Assistant Office Administrator

DUTIES

I worked for McCain Foods on a Temporary Assignment from PAG as an Assistant Office Administrator, relieving a member of staff who had gone away on maternity leave.

- Data capture on Access and Excel, updating debtors' accounts,
- filling, receiving, and sending E-mails,
- photocopying and screening and telephone calls.

7. DR PT PARADZA (RADIATION ONCOLOGIST) (Rand Clinic)

April 2001-Nov 2002

Medical Receptionist/Secretary

DUTIES

- Reception, Switchboard, and taking messages.
- Attending to patients, and managing the doctor's diary.
- Open files for patients and capture information.
- Confirmation of benefits and liaising with the Medical Aid Providers.
- Reconciling accounts on the system. Debtor's follow-up and liaising with Medical Aid

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Providers.

- Stock take, ordering of stationery and medication for patients.
- Typing, faxing, photocopying & filing correspondences.
- Report monthly on Petty Cash. Kitchen requirements (refreshments)

Reason for leaving: Practice closed (The doctor was appointed to a senior position with a healthcare organization)

8. MOHALLA ATTORNEYS (Rosebank)

Jan 1999-Mar 2001

Legal Secretary (MVA)

DUTIES

- Attending to clients, handling calls, managing diary for Mohlala Attorneys
- Arranging meetings, typing legal documents (Dictaphone),
- Report monthly on Petty Cash, faxing, and photocopying.
- Create and maintain office records and filing system.
- Excel spreadsheet. Presentation.

Reason for leaving: I wanted to face up to new and better challenges so that I could grow in my career.

9. ART GRAPHIC PRINT (Doornfontein)

Feb 1997-Dec 1998

Secretary/Receptionist

DUTIES

- Handling calls. Attending to visitors.
- Typing, photocopying, faxing & filing correspondences,
- Processing invoices, cash book & statements.
- Capturing and updating stock values and quantities.

Reason for leaving: Company got liquidated.

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EDUCATION

HIGH SCHOOL : **Lamontville High School (Durban)** – Matric - 1993

TERTIARY EDUCATION

- **Swinton College** - Diploma in Secretarial Course - 1994-1996
- **College Campus** - Diploma in Business Computing - 1998
- **Technikon Pretoria** - Receptionist/Secretaries Certificate – 2000
- **Med –e- Mass College** - Med – e- Mass Certificate (Accounting package) - 2002
- **College Campus** - Diploma in Office Administration – 2006
- **Med-e- Mass College** – Elixir Certificate (Accounting System)- 2017

Short Courses Attended and Completed during 2005:

- Alexander Forbes – Telephone Techniques
- Alexander Forbes – Time Management
- Executrain – MS Word Advanced/XP Level 2
- Executrain - MS Word Advanced/XP Level 3
- Conference Connection – Certificate in Advanced Secretaries & Personal Assistant 2012

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REFERENCES

Name	Ms. Madelein Astle	Dr Paul Paradza
Company	Radicare Health	Specialist Radiation Oncologist
Position	Accountant	Netcare Pinehaven Hospital
Contact numbers	011 476 4172/ 082 410 2934	082 389 8400 paul@radicarehealth.co.za
E-mail address	madeleinastle@absa.com	
Name	Papa Leshabane	Philisiwe Madaba
Company	Bosasa Group	Senior Manage
Position	HR Director	Airports Company South Africa
Contact numbers	082 607 1538	011 723 1400 072 144 6318
Name	Joe Gumede	Thandi Makoko
Company	Bosasa Group	Bosasa Group
Position	Security Director	Youth Centre Director
Contact numbers	082 607 1581	082 607 1543