

Curriculum Vitae of Azwidowi Phaswana

Personal Information

Name : Azwidowi Phaswana
Date of Birth : 02 December 1994
ID No. : 9412020463087
Nationality : South African
Address : 7716 Sono Road
Diepkloof Zone 2
Soweto
1862
Mobile : 0712733182
Email Address : azwidowiphaswana157@gmail.com
Gender : Female
Marital Status : Single
Dependents : 0
Languages : English, IsiZulu, Sesotho, Xitsonga, Tshivenda

Career Objective

An educated, experienced, focused, determined and driven person who possesses excellent creativity, presentation, negotiation, preparation, communication and leadership skills.

Work Experience

Period: 01 December 2019 to 30 November 2020
Organisation: Diepdale Secondary School
Position: Office Administrator
Duties: Secured meetings with prospective business partners planned and procured for business coming events and cancellations. Secured venues for meetings. Managed employee's attendance in the office. Managed supervisors leave. Respond and to emails enquires and telephone enquires filed soft and hard copy documents. Secured and blocked hours for the supervisor's performance management agreement. Received aggrieved clients and assisted them so that they left the office happy and satisfied. Management the budget and documents in the office. Managed inventory In the office and kept inventory register. Received salary/wages enquiries and referred them to relevant officer in the office. Referred retirements, and terminations of services to the HR officer. Worked after hours when needed. Captured minutes during meetings for workshops and seminars.

Skills Summary

Verbal and written communication skills. Good researched analytical skills. I possess excellent supervisory, reporting, planning, organisational, time-management, innovative, inter-personal, problem-solving administrative, assertiveness skills. I am able to work both independently and within a team. I am exceptionally task-orientated and enjoy a challenge that requires initiative. My eagerness to use my knowledge is only surpassed by my will and drive to succeed. I believe my skills would best be utilised in the role of RC: Social and Diversity portfolio.

Computer Skills

Microsoft Word, Excel Programmes, Published PowerPoint, Internet, Email and Microsoft Outlook.

Interests

I enjoy reading, exercising, mount bike riding, jogging and spending quality time with my family and friends.

Education

Qualification	:	Matric (Grade 12)
Institution	:	Diepdale Secondary School
Completed	:	2014

Competencies

- Project management skills
- Conflict Management
- Delegation skills
- Good decision making skills
- Problem solving & analysis
- Planning & Organising
- Communication & presentation skills
- Organising, control & leadership skills
- Innovative thinking skills
- Computer skills
- People orientated approach/ Interpersonal skills
- Well organized, flexible person, accustomed to pressure & prioritization
- Dynamic, resourceful & innovative person
- Diversity Management