Nqabakazi Jako

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Commisioner street Johannesburg city and suburban

OBJECTIVE

I'm a qualified supply chain manager/ office administrator with entry level experience in buying with atleast minimum of 2 years and experience in administration

EXPERIENCE

2019 - 2021

- **Recieving clerk**
  Take a lot.com
  I was Recieving and inspecting all shipments,
  Inspection to check if there are no damages or discrepancies
  Updating inventory records and informing relevant personal of received shipments and any issues occured

2022 - 2023

- **General administrator**
  Sole ladies fashion

  Communication & Scheduling:
  Phone and email management: Answering calls, taking messages, and responding to emails efficiently.
  Calendar management: Scheduling appointments, meetings, and events for individuals or teams.
  Travel arrangements: Booking flights, hotels, and transportation for business trips.
  Document & Record Management:
  Filing and archiving: Organizing and maintaining physical and digital files.
  Data entry and database management: Updating and maintaining information in databases.
  Typing and proofreading: Preparing reports, presentations, and other documents.
  Office Operations:
  Ordering office supplies: Ensuring the office has the necessary equipment, materials, and supplies.
  Maintaining office equipment: Troubleshooting minor technical issues and ensuring equipment is functioning properly.
  Assisting with bookkeeping: Handling basic accounting tasks like invoice processing.
  Other Tasks:
  Greeting visitors and managing reception
  Taking minutes at meetings: Recording key

2024 - Currently

- **Sales assistant**
  Biltong republic
  Managing stock and handling cah transactions of 3000+ daily
  Assisting customers and ensuring smooth workflow

EDUCATION

2010
- **Matric**
  Umatat technical college
  Grade 12

2014
- **Electrical infrastructure and construction**
  Coastal kzn tvet college
  Ncv level 3

2021
- **Supply chain management**
  Milzet training institute
  National certificate

2023
- **Office administration**
  Mulalorak careers
  National certificate

2025
- **Basic computer**
  Mulalorak careers
  National certificate

SKILLS

Working as an administrator has thought me Multitasking skills,and how to prioritize I'm highly skilled when it comes to communication and I am well organized and focused

80%

REFERENCE

- **Mr A Dwenga - Langeni sawmill**
  Supervisor
  0846949306
- **Ms alvira - Takealot.com**
  Supervisor
  +27 62 925 8345
- **Mr A Mabunda - Sole ladies fashion**
  Supervisor
  +27 79 111 7718