

# WINEKA MLINDWA

3088 thabata street zone 7 George 6529  
0812877091 | winekamindwa@gmail.com

## EXPERIENCE

- **South Cape TVET College**

*2023 - 2024*

Management Assistant Intern

- update the complaints, Compliments and Suggestions (CCS) Registers: Ensured the CCS box is checked, and Records are accurately maintained.
- Facilitate Communication: Assisted in making copies and managing incoming and outgoing correspondence to promote smooth communication.
- Organize filing System: Created and maintained an efficient filing system within the office.
- Maintain Office Equipment: Ensured that photocopies and computers are always in good working order.
- Manage Telephone Communications: Handled incoming and outgoing office telephone calls and transferring the calls and taking messages as needed.
- Support Staff: Assisted staff with their duties and responsibilities.
- Reception Duties: Rotated to the Company's reception area, greeting and welcoming visitors, staff and officials in a friendly manner, and ensuring visitors sign the register.
- Assist Staff and Visitors: Provided telephonic Assistance to staff members and visitors.
- Handle Confidential Documents: Assisted in managing confidential documents with discretion.
- Schedule Appointments: Helped in scheduling and Confirming the Appointments.
- Conduct stocktaking: Assisted with stocktaking of office stationery to ensure adequate supplies.
- Support Finance Branch: Rotated to the Finance branch, assisting in maintaining petty cash and processing purchase orders.
- Document Management: Registered incoming and outgoing office documents for effective management.
- Assets Management: Managed the unit's assets in accordance with organizational policies to ensure compliance and efficiency.
- Procurement Assistant: Assisted with basic procurement tasks, including handling requisitions and invoices, as well as facilitating and tracking quotes.
- meeting invitations: Assisted in sending invitations and agendas via email to committee members. Including details such as venue, time and date. Confirm attendance in writing.
- Boardroom Booking: Helped with booking boardroom and confirm the start date and time for face to face meetings. For virtual meetings on MS Teams, forward meeting packs and links to attendees.
- Meeting Preparation: Prepared the boardroom in the day of the meeting by arranging necessary stationery and refreshments.
- Minute Taking: Assisted in taking the minutes during the meeting and circulate the attendance register for all attendees to sign as the proof of attendance.
- Distributing Minutes: Assisted in sending the meeting minutes and attendance register to attendees for their records and future claims.

- **SEDFA**

*April 2025 - August 2026*

Management Assistant Intern

- Assisting at the company reception.
- assisting in doing purchase orders
- Assisting in doing RFQs
- Assisting in filling both electronically and physically.
- Assisting clients with Co-op removal
- Assisting in registering client's businesses
- attending trainings and outreach
- Assisting in doing requisitions and purchase orders.
- Assisting in calling the clients to attend the trainings
- Assisting in booking the appointments for clients.

## EDUCATION

- **Waban Senior Secondary school**  
2018  
Matric
- **South Cape TVET College**  
2021-2022  
Management Assistant N4-N6  
Computer Practice, Communication Management, office Practice and Information Processing

## SKILLS

- MS Office Proficiency(Word, Excel, PowerPoint, Outlook, One note, Teams and One drive)
- Multi-tasking
- Good Communicator
- Task Prioritization

## REFERENCE

- **Nomfundo Matroos - "South Cape TVET College "**  
ASD:Quality Assurance  
Nomfundo.matroos@sccollege.co.za  
072 432 3567
- **Lubabalo Nofemele - "South Cape TVET College"**  
LMS Administrator  
Lubabalo.Nofemele@sccollege.co.za  
061 689 3684
- **Dzudzunyane Nyamande - "SEDFA "**  
Business Advisor  
Dnyamande@seda.org.za  
072 195 1876
- **Michael Volkywn - "SEDFA "**  
Admin  
mvolkywn@sedfa.org.za  
073 625 3804