Saloshini Naidoo

Regional Facilities Administrator

Personal Details

Address:
Bayview, Chatsworth, Durban

Phone:
073 365 3795
074 331 3795

Email:
saloshini7@gmail.com

Married : Yes
Language : English

Skills

- Microsoft Office (Word, Excel, PowerPoint Outlook)
- Oracle
- MDA
- Access Portal
- Quickbooks
- Pastel
- Quicktags
- SP Maintenance App
- SOBS
- OBS
- Nextec

References

- South Point Management Services
  - ❖ Gerhard Calitz (National Facilities Executive)

    061 528 1188
  - ❖ Nickson Mohlomi (HR)

    083 612 5562

- Neopad Trading- Shaun Ramrahk
  076 203 5639

Profile

I bring over a decade of experience within the property industry, with a strong focus on property management, procurement, and lease administration. I have a proven track record of supporting property and facilities managers, ensuring efficient operations and accurate lease management. Highly organized and detail-oriented, I excel at managing multiple priorities in fast-paced environments. I am confident in handling complex responsibilities and adapting quickly to new challenges. My proficiency in Microsoft Office and other essential systems enables me to work efficiently both independently and as part of a team.

Experience

South Point Management Services
Regional Facilities Administrator
November 2016- Present

- Manage procurement processes, including obtaining quotes, raising purchase orders, budget tracking and processing supplier payments
- Maintain supplier and contractor records, ensuring accounts remain accurate and up to date
- Perform petty cash reconciliations and oversee financial accuracy
- Control stores operations, including receiving and dispatching stock
- Manage supplier compliance, including BEE documentation and onboarding of new vendors
- Administer staff-related processes such as timesheets, leave, payroll support, and uniforms
- Assign and track maintenance job cards via internal systems
- Provide administrative support to Projects and Facilities Managers
- Oversee tenant lease administration and ensure compliance
- Coordinate bi-annual tenant intake processes
- Reconcile tenant accounts and issue invoices for damages
- Respond to and resolve tenant queries efficiently
- Organize and coordinate staff events and internal functions

Neopad Trading & Projects
Procurement Administrator
September 2014 – August 2016

- Process invoicing and credit notes using Pastel accounting system
- Capture supplier invoices and maintain accurate financial records
- Generate and manage purchase orders
- Prepare estimates and perform data capturing
- Manage inventory and stock control processes
- Oversee creditors control and supplier account management
- Handle customer queries and provide administrative support
- Conduct weekly banking and assist with financial transactions
- Compile and assist with month-end reporting

Education

2023- Microsoft Excel- Audit Excel

2022- Property Management Leasing & Contracts- University of Cape Town

2022- Supply Chain Management- University of Cape Town

2013- Computers & Office Management- Cyber. Com

2012- Matric (Grade 12) Southlands Secondary School