**CURRICUM VITAE**

**OF**

**ELSIE LEBOGANG MEDUPE**

**Personal Details**

Title : Miss

Surname : Medupe

First names : Elsie Lebogang Mamongalo

Date of Birth : 1987/08/06

Identity number : 870806 0522 083

Marital status : Single

Postal Address : 162 Rankotea

Tsetse Section

0268

Contact number : 0795320509

E mail : [elsie@ravemail.co.za](mailto:elsie@ravemail.co.za)

Nationality : South African

Learners licence : Code 10 (busy with driver’s licence)

Criminal Record : None

Home Language : Tswana

Other Languages

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Speak** | **Write** | **Read** |
| English | Good | Good | Good |
| Pedi | Good | Good | Good |
| Tswana | Good | Good | Good |
| Zulu | Good | Fair | Fair |

**Educational Qualifications**

Name of school : Mothotlung High

Highest standard passed : Grade 12

Year : 2005

Subjects passed : Afrikaans

: English

: Tswana

: Accounting

: Economics

: Business Economics

**Tertiary Qualification**

Institution : Tshwane University of Technology

Year : 2010 (**Left with one subject to complete)**

Course : National Diploma in Office Management and Technology

Subjects Passed : Communication I & II

Information Administration I to III

Business Administration I, II & III

Personnel Management I & II

Legal Practice I and IIB

**Computer Literacy**

* Typing
* Ms Word
* Ms Excel
* Ms Perfect
* Ms Access
* Ms Publisher
* Ms power point
* Data Capturing/ Data Processing
* Outlook and Internet Explorer

**Previous Employment**

Occupation : Field Worker (Surveyor)

Employer : Department of Statistics

Duration : 01 October – 31 October 2009

Reason for leaving : Fixed Term Contract

**Duties**

* Testing the system to be used in 2011 census by means of census 2011 pilot.
* Conducting publicity by making people aware of census and the purpose of conducting it.
* Conducting list by going house to house listing all the structures that are in a dwelling unit, listing all demolished structures, unoccupied dwellings and vacant dwellings.
* Updating the map work by drawing any status change found during enumeration. Conducting enumeration by collecting data of each and every household in a dwelling unit.
* filling the questionnaire in each household, drawing the field sketch if necessary ,writing the route to enumeration area and the boundary of enumeration area

**Previous Employment**

Employer : Tshwane University of Technology (IERI)

Occupation : SECRETARY (CHIEF DIRECTOR)

Duration : 08 September 2008 -30 September 2009

Reason for leaving : Fixed Term Contract

**Duties**

* Open, Review Sort and distribute the mails. Review incomingcorrespondence and reports.
* Receiving telephone call and referring calls to the correct role-player if not meant for the chief director. Respond to questions concerning programme, policy and procedure.
* Design setup and maintain files of the correspondence code and file material. Search for requested material and periodically purge obsolete materials for storage in records centre or for disposal Schedule meetings and maintain calendar.
* Record appointments and events in the diary of chief director.
* Arrange meetings and workshops; prepare report using statistical and narrative information, Identifying venues, inviting role-players, organizing refreshments and setting schedule for meetings and events.
* Order equipments and stationery and purchase office facilities, managing diary and diarizing electronically. Managing mails of the Chief Director and scheduling appointment, Welcoming Visitors.
* Assisting the Chief Director in compilation of annual research output reports maintain the budget and payment schedule.
* Ensure documents relating to programmes and projects are in a correct filing system.
* Organizing and minute taking for IERI meetings and ensuring that the resolutions taken are being implemented .Maintain a contacts database.
* Screening of the Chief Director’s telephone calls and making a follow up when necessary.
* Coordinate team travel arrangement. Liaising with travel agencies to make travel arrangement providing support to the Researchers, including the newly appointed SARCHI chair holder. Ordering and stock control (purchasing of relevant equipment in the institute).
* Processing of all IERI requisitions and filing them.
* Provide routine office administrative support to the institute.
* Administering matters such as the leave register and telephone accounts.
* Remaining abreast with the procedure that applies in the office of the chief director

**Skills**

* Good written and oral communication skills;
* Report writing skills.
* Able to work under pressure and meet deadlines.
* Ability to process high-quality documents with minimal error;
* Minutes taking skills.
* Financial management and budgeting skills.
* Telephone etiquette.
* Change management and conflict resolution.
* Attention to detail and ability to work well under pressure;
* Strong interpersonal skills and ability to work well in a team or independently;
* Excellent administrative and organizational skills

**References**

1. Mr. M.S Ntaopane

Occupation : Supervisor **(Stats)**

Cell Number : 0730209371

Work Telephone : 0183842878

2. L.P RALEPELI

Occupation : Lecture **(TUT)**

Work telephone : (012) 382 0663

Fax number : (012) 382 0828

Cell number : 0827646458

E-mail : [ralepelipe@tut.ac.za](mailto:ralepelipe@tut.ac.za)

3. Ms Karabo Mmola

Occupation : Supervisor **(IERI)**

Cell number : 076 212 8120

Work telephone : (012) 420 2373

I solemnly declare that all information rendered above is correct in every respect.