

CLAUDIA MADONSELA

RECEPTIONIST | PERSONAL ASSISTANT

067 815 6182
084 235 7723

milanmadonsela@gmail.com

SUMMARY

A reliable receptionist with the communication and organizational skills necessary to serve as the first point of contact and to manage general administrative tasks. Experienced with complex filing systems, both physical and digital, in addition to scheduling and supply management.

EDUCATION

OOSRAND SECONDARY SCHOOL

2016

Afrikaans

English

Mathematics Literacy

Life Orientation

Tourism

Geography

BOSTON CITY CAMPUS

2017 - Graduated

Certificate

Introduction to the PC

Graphic design

ST ANTHONY'S

2018 - Graduated

Computer course

EXPERIENCE

July 2019-current

Receptionist • DP Attorneys Inc

Answering and forwarding phone calls

Keeping the office tidy

Arranging courier

Filing

Litigation

- Legal admin officer
- Manages client relationship
- Performs research
- Drafting legal documents

Data capturing

Booking appointments

Sage Account

Microsoft Excel

Microsoft word

Dairy entry

Billing

June 2018 -August 2018

Till Packer • Shoprite

Washing trolleys

Packing groceries

February 2018 – May 2018

Filing Administrator • Upper Edge Products

Data capturing

Filing

Shredding of paper

December 2017 – January 2018

Filing Administrator • Human Attorneys

Answering of phones

Data capturing

Filing

KEY SKILLS —

- Written and verbal communication skills.
- Customer service.
- Multitasking and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail.

PROFILE

Date of birth: **15 January 1999**
Nationality: **South African**
Home Language: **Afrikaans**
Other Languages: **English and Zulu**
Health: **Excellent**
Criminal record: **None**

REFERENCES

Contact Person: **Meagan Ndala**
Company: **Human Attorneys**
Contact Details: **084 235 7725**

Contact Person: **Carey Simons**
Company: **Upper edge products**
Contact Details: **081 468 3770**

Contact Person: **Elvina Hermans**
Company: **Shoprite**
Contact Details: **011 306 0220**

Contact Person: **Christopher Claassen**
Company: **Chrivotography**
Contact Details: **081 397 6902**

Contact Person: **Denesh Padayachee / Dewald Kruger**
Company: **DP Attorneys Inc**
Contact Details: **011 913 0926**

