



Pretoria



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Laura.Groepe-Mgilane

Education

Udemy, Virtual Assistant (2022)
Varsity College, Human
Resources Certificate (2011)
MSC Private College,
Secretarial Diploma (2003)
Matric, 2000

Skills & Experience

Independent and self-motivated
Committed to task, high level of
responsibility and accountability
Attention to detail, Team player
Time & Project management
skills, Administration and
Coordination, Financial and
Organisational skills

Computer Skills

MS Office
Fleet Logix, Route Logix
Internet and Email
INFOR (ERP System)
Unisa, ICDL (2008)
Typing speed: 50 words p/m

LAURA GROEPE-MGILANE

PROFESSIONAL PROFILE

Detail-oriented project coordinator with strong project administrative and coordination skills who excels at prioritizing, completing multiple tasks and persevere to achieve project goals. Able to develop and maintain lasting vendor relations and work well with diverse personalities within a team or independently. Flexible and hardworking with a strong drive to succeed.

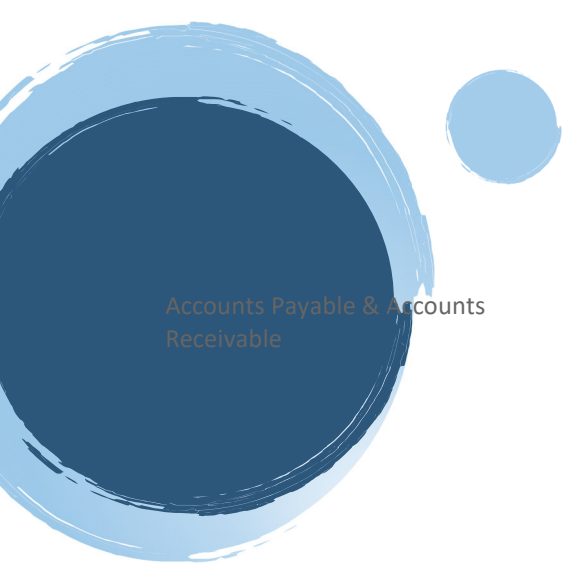
EMPLOYMENT HISTORY

Project Administrator • SMEC South Africa • March 2017 to July 2022

Travelling and accommodation arrangements; Typing minutes, letters, memo's etc.; Coordination of calendars; Boardroom bookings & meeting invites; Arrangements of refreshments; Financial Forecast Roll-over; Full aspect of Invoicing and follow up on Debtors; Opening new bid opportunities on BST; Compile Consultancy and Sub-Consultancy Agreements; Compile Data Input Form; Set up Client Satisfaction Questionnaire on BST; Document Control; Assist with quality compliance checks & Internal Auditing; Preparation of tender documentation; Assist with Way leaves; Compile weekly timesheets; Compile Project Data Sheets & Client References; Providing administrative and clerical support (scanning, filing and photocopying)

Reason for leaving: Disability





Accounts Payable & Accounts
Receivable

Project Coordinator & HR
Administrator

Office Administrator

- Exigo Sustainability • February 2007 to February 2017
(I've held various positions whilst being employed with Exigo and their associate companies over a 10 year period and are as follows):

Invoicing; Project management, administration and Coordination; Leave Management; Travelling and Accommodation arrangements; Manage company driver and coordinate routes and deliveries; Compile tender documentation and submission; Administrative support

- Energy Cybernetics & Veritek • February to June 2016

Generate Purchase Orders on Infor (ERP System); Liaise with suppliers and Head Office; Assist Financial Manager; Emails; General administrative support (scanning, filing and photocopying)

- February 2010 – March 2014

Letters of Appointments and Agreements; Employment and Bursary Contracts; Warnings, Hearings and Dismissals; Employment Equity submission; BBBEE Certification; Leave Management

All of the above including duties below:

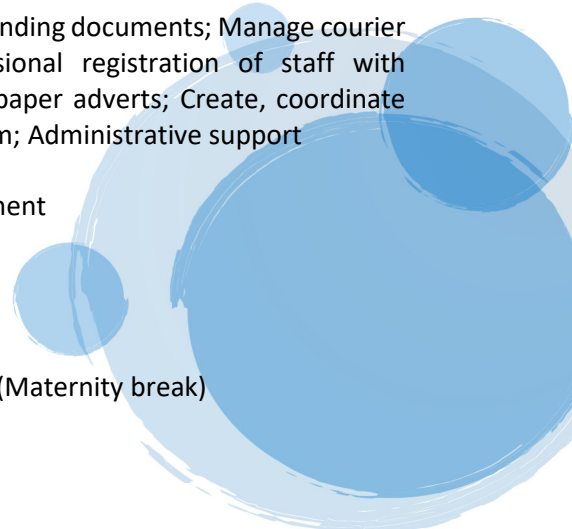
Invoicing (Accounts payable & Accounts Receivable); Activate projects and load invoices on On track (ERP system); Assign budgets to Consultants; Timesheet reconciliation; Record keeping of sub-consultant payments (update spreadsheets); Debtors – follow up on outstanding payments

Search, compile and maintain list of media outlets; Newspaper adverts and management; Compilation of Tender and Supplier documents; Travelling and accommodation arrangements – locally and neighboring countries; Managing and maintaining company fleet; Arrange cross-border letters and documentation; Coordinate and manage accident claims; Manage company driver and coordinate routes and deliveries

- February 2007 to May 2008

Operating the switchboard; Emails; Binding documents; Manage courier for pick-up and delivery; Professional registration of staff with Professional Body (SACNASP); Newspaper adverts; Create, coordinate and maintain filing and archive system; Administrative support

Reason for leaving: Career Advancement

- December 2005 to January 2007 (Maternity break)
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Administrative Assistant

- Hamba Fleet • July 2005 to November 2005
Telephonic queries; Data capturing of log sheets; Capture trips onto Fleet Logix and link each trip with an order number; Attendance register – calculate drivers' hours worked and capture onto Excel spreadsheet; Generate quotations on Route Logix program; Generate work orders, requisitions and purchase orders for vehicle breakdowns; Generate receipts; Extensive liaison with clients and drivers; Calculating odo meters from log sheets; Manage proof of deliveries; Calculate total kilometers travelled weekly and submit to payroll; General administrative support

Reason for leaving: Temporary position

Receptionist

- Profile Personnel • August 2003 to July 2005
Operating a busy switchboard; Screen all calls; Reception duties; Diary management; Data capturing; Problem solving; Response handling; General typing of documents; Assist in typing CV's for Consultants (temporary and permanent); Receive and direct clients and candidates; Receive and register CV's; Categorize cv's according to qualifications and expertise; Receive and distribute mail; Update the client lists; Assist with the sourcing of candidates; Candidate reference checking; ITC, Criminal, Credit and driver's license verifications; Conduct testing on candidates; Arrange interview appointments for Clients and Consultants; Assist with promotions; Maintain stationery quantities; Maintain copy machine and order cartridges; Boardroom bookings and preparation for Client visits; Refreshments; Housekeeping; General administrative support

Reason for leaving: Relocated to Pretoria

Retail Associate

- Edgars • January 2001 to July 2003
Telephonic queries; Customer queries and complaints; Data capturing on Kronos system; Capture budgets and do flagging of events; Scheduling of casual staff and flexi-timers; Printing and filing reports; Sales of cellular phones; Service center operator; Activation of cellphones; Process Cellphone claims; Blacklisting lost cellphones; Liaise with couriers and repair centres; Client liaison; Merchandising; General housekeeping; Open new accounts; Replenishing; Stock taking; General administrative support

Reason for leaving: Career advancement





References



Available on request

