

LULAMA MONICA MAZIBUKO

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074 232 1628

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Personal Details

- Date of Birth : 1993/07/05
- Marital Status : Single
- Nationality : South African
- Gender : Female
- Languages : English, Sesotho and IsiZulu
- Driver's License : Code 10
- Health Condition : Good
- Criminal Record : None
- Availability : Immediately

Education

- **University of South Africa**
Bachelor's Degree (Education in intermediate phase)
Sace No: 12670043
- **University of South Africa**
Higher Certificate (Abet)
2018
- **Little Sunshine's**
Certificate (Au Pair)
2017
- **Jeppe College**
Certificate (Galileo)
2014
- **Jeppe College**
National Diploma (Travel and Tourism)
2015
- **Cosmo city Secondary School**
National Senior Certificate
2010

Skills

- Communication
- Computer literacy
- Time management
- Organising
- Attention to detail



Experience

Cosmo city junior primary school

February 2021 - To Date

Teacher assistant

Duties

- Screening and sanitizing of the learners in the morning and afternoon
- Teaching and marking the books
- Capture the learners marks
- Help learners with reading
- Making sure the class is ready for use, with the material

Naidoo Family

Jan 2020 - October 2020

Au Pair

Duties

- Fetch the child from school St. Stithians college
- Assist the child with school work i.e. Assignment, Research and help with reading
- On Fridays fetch the child from school and drive her to swimming lessons
- Every day make sure that child has taken a shower and ready for school the next day

Mahlangu family

July - December 2019

Au Pair

Duties

- Fetch the child from school
- Assisting with homework, projects and assignment
- Drive the child to kumon
- Play with the child once all the school work is done

Nooitegedacht Primary school

Feb - Jun 2019

Class Assistant

Duties

- Preparing the class by ensuring that all teaching materials are ready for use
- Help teachers with lesson plans
- Help learners who are struggling with reading, and those are struggling in class to complete tasks
- Attending extra-murals

FlamingoMoon Trading

May 2018 - Jan 2019

Receptionist

- Undertake the tasks of receiving calls, taking messages and routing correspondence.
- Attend to the reception area by welcoming clients and guests
- Manage all boardroom bookings
- Order all branded and general stationery
- Manage consumables and office equipment at hand and the storage of all corporate items
- Liaise with courier companies by managing all incoming and outgoing mail
- Order refreshments for meetings, presentations and the office as and when required
- Ensure that the office is clean at all times by managing the service cleaners
- Liaise with the building manager to ensure that all maintenance and faults are dealt with promptly
- Attend to admin i.e. scanning and filing invoice
- Email mandate and FICA documents with Client Welcome letters (ensure that there is a paper trail)
- Research data that would help the company to market its business with the private and Public entities
- Liaise with the clients successfully

TFG @Home

2016 - 2017

Assistant Manager

- Providing excellent customer service at all times
- Conduct product knowledge trainings
- Process transactions accurately on the till points.
- Filling and reconciliation of daily paper work
- Receive and dispatch stock on the system
- Perform daily banking
- Handle customers repairs and follow up with Suppliers
- Maintain housekeeping standard
- Conduct accurate stock counts
- Follow correct store opening and closing procedures
- Ensure all company policies and procedures are followed
- Monitors both individual and stores progress towards targets
- Read and analyse and action all management reports
- Ensures that the receiving, unpacking and checking stock is adhered to.

Edcon Boardmans

2011 - JANUARY 2015

Floor Manager

Duties

- Customer service
- Operate tills
- Cleaning of the store
- Stock merchandising
- Assist customers in capturing feedback on the system
- Process Gift Registries
- Perform Stock take

Little Lab Coats

2015 - 2016

TEACHER

Duties

- Teaching and development of science.
- Investigating a variety of natural science subjects including chemistry, physics, astronomy, geology, geography, meteorology, palaeontology environmental science and biology Science program that is offered as an extracurricular activity at nurseries and primary schools