

ADMIN ANGEL

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OBJECTIVE

At Admin Angel, we are focused on providing supportive and professional administration services with the highest levels of customer satisfaction – we will do everything we can to meet your expectations. With a variety of offerings to choose from, we're sure you'll be happy working with us.

Admin Angel offers an Administration Service, such as:

Office Administration,
Typing of Documentation,
CV Short listing,
Relief Staff
Office Management,
Get Organised - Office or Home,
Quality Management System,
Filing Systems,
Office Processes and Procedures and much more...

EXPERIENCE

I have various knowledge and experience in various spheres of the working environment, from Training and Development, Human Resources, Recruitment, Event Planning and Coordination, Marketing and Communications.

I was employed in the Training environment for over 10 years, in the recruitment world for over 4 years and I am passionate about working smarter. In other words, putting systems and/or processes in place to make the work flow better, making it possible to achieve more in a day.

I have my Higher Certificate in OD Education, Training and Development as I do believe the one thing any employer or person needs to continue developing, is training and therefore I am passionate about training and transferring of skills and knowledge to others.

I also have extensive knowledge of the Skills Development and additional Legislations, Quality Management System (ISO9001/2000), Mine Health and Safety Act as well as ISO 14001 and OSHAS 18001. I have sat on various committees, namely: HRD Committee, EE Committee as well as Safety, Health and Environmental Committees.

While employed with De Beers Consolidated Mines I held the position of Non-Technical Training Section Head. I was responsible for Non-Technical Training, the appointed Skills Development Facilitator, responsible for the SDF responsibilities, including the completion and submission of the ATR and WSP for the Group, the management of ABET and our Quality Management System (ISO9001/2000). This included,

Training Needs Analysis and the coordination there of, for the company as well as the Group.

I am a person that is output focused and achieves excellent results within my position. I adapted quickly to a new working environment and getting to grips with the required tasks. I am a self-starter, and the quality and quantity of my work output is excellent, always being professional.

I believe I can add value with my knowledge, experience and professionalism to your Company through my years of experience and genuine enthusiasm.

EDUCATION

- National Higher Certificate in OD ETD (NQF 5)
- Certificate – Registered Moderator
- Skills Development Facilitator
- Certificate – Registered Assessor
- Auditing the ISO9001-2000 Standard
- Grade 12/ Standard 10