

BUSANG LERATO BALOYI

Rentspuy Flat, Sunnyside, Pretoria 0002 (**Willing to relocate**)

081 701 4580/ 082 258 6332

PERSONAL DETAILS

Surname : Baloyi
Name(s) : Busang Lerato
Date of Birth : 10 June 1994
ID number : 940610 0873 082
Gender : Female
Race : African
Driver's licence : Code 10(C1)
Availability : Immediately

EDUCATIONAL BACKGROUND

Institution : University Of South Africa
Qualification : Diploma in Law
Year Completed : October 2020

Institution : PC Training and Business College
Qualification : EUC Microsoft Office 2007(Certificate)
Year Completed : May 2014

Institution : Ntolo High School
Qualification : Matric (Grade 12)
Year completed : 2012

WORK EXPERIENCE ANDVOLUNTARY EXPERIENCE

Employer : **Statistics South Africa**

Position : Fieldwork Supervisor: Pilot Census

Duration : 09 August 2021- 31 August 2021

Duties :

- Conduct enumeration area and dwelling unit publicity
- Conduct verification of all non-responses and Out of scopes within the assigned Supervisory Unit

- Assist fieldworkers with transport to access their dwelling units in the assigned Enumeration Area where necessary
- Supervise the work of all assigned Fieldworkers within the assigned Supervisory unit by ensuring that the work is complete and of acceptable quality
- Coordinate and provide support to assigned fieldworkers on all Fieldwork related activities
- Monitor and track daily progress of Fieldworkers within the Supervisory related Unit.
- Re-assign the Dwelling Units within the assigned Supervisory Unit to fieldworkers in case there is a replacement or work need to be distributed evenly amongst Fieldworkers

Employer : **Saint-Gobain Construction Products South Africa**

Position : Legal Administrator (Y.E.S)

Duration : December 2019- August 2020

Duties :

- Scan and file legal documents (Electronic & hard copy, organizing and copying such documents
- Obtaining outstanding invoices
- Dealing with queries on 3rd party (attorneys) invoices
- Updating annual schedules for Annual General Meeting and Annual Returns and Board meetings for all the South Africa (SA) & Sub-Saharan Africa (SSA)
- Assisting with compiling Board meetings for the year for all the South Africa & Sub-Saharan Africa
- Liaison with attendees/directors on assisting with the set-up of board meetings
- Conduct research on requirements relating to SA/SSA to shares, company register
- All such duties and/or activities assigned by management /board as and when required

Employer : **Oliomed Clinic**

Position Held : Part-time Receptionist/admin & Data capturer

Duration : June 2014- December 2016

Duties :

- Meet and greet patients\visitors etc. entering the clinic
- Operate telephone switchboard to answer, forward calls, providing information, taking messages.
- Provide information about the clinic, directions, location etc.
- Maintain reception area
- Maintaining patients accounts
- Recording and collecting patient's charges
- Ensures availability of treatment information by filing and retrieving patient records
- Copying and scanning patient's documents (identity documents and medical aid cards) for filing
- Filing and organizing patient's files
- Capture patient information from hard copies to electronic

SKILLS

- Computer Skills (Intermediate Microsoft Word, Excel, PowerPoint, Outlook)
- Communication Skills (telephone etiquette)
- Multitasking Skills
- Time Management Skills
- Interpersonal Skills
- Good planning and organizational skills

REFERENCES

NAMES	POSITION	COMPANY	RELATIONSHIP	CONTACT DETAILS
Jack Montja	TCP District Coordinator	Statistics SA	Manager	082 777 6138
Thuli Ngwenya	HR	Saint-Gobain SA	HR Manager	083 282 6151
Shamida Smit	Company Secretary	Saint-Gobain SA	Manager	079 879 6182
Lehlohonolo Majake	General Practitioner	Oliomed Clinic	Manager	082 314 1827