CURRICULUM VITAE

Company	Lidwala Consulting Engineers
Name	**Lionel Skeffers**
Date of birth	23 June 1986
Nationality	South African
Position	Administrative Assistant
Start date with LIDWALA	February 2007
Relevant experience	9 Years

Qualifications

- Senior Matric Certificate – 2004
- NQF Level 4 Certificate on Local Economic Development – 2005
- LGRC / LGNET User Training (Computer Training) – 2005 DBSA
- Certificate of Basic Financial Management – Bhenka Financial Services – 2005
- Office Administration certificate- Damelin 2009

Specialities

- Organizing of Community Meetings
- Administrative Duties

Career summary

- 2007 to date: **LIDWALA** www.lidwala.com
- 2006: **CONSULTA RESEARCH** – Community cliental services
- 2006: **SIYATHEMBA BRICKS PROJECT** – Assistant book keeper
- 2005: **SIYATHEMBA MUNICIPALITY** – LED/IDP learner

Work experience

OTHER MANAGEMENT AND CONTROL SYSTEMS:

- Completing bid documents and database applications
- Translation of background information documents and adverts
- Handling general administration duties i.e. typing of letters, reports and filing of all the documents.
- Providing support in respect of faxing, scanning and photocopying.
- Managing reception area i.e. answering telephone, screening & transferring calls, taking

messages.
- Receiving visitors and attending to them accordingly.
- Handling of petty cash float.
- Ordering stationery for the office.
- Maintaining office automations to ensure that are working accordingly.
- Coordinating events i.e. Refreshments, birthdays parties, office functions.
- Making appointments, arranging meetings, and making travel accommodation for Office Manager.
- Electronic Mail; Retrieving and forwarding e-mail.

Language capability

	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Afrikaans	Excellent	Excellent	Excellent

Date   *November 2012*