

TAUSI MKOPI

ADMISTRATOR

CONTACT DETAILS

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PROFESSIONAL PROFILE

An innovative administrator with particular expertise in directing and enhancing administrative procedures and providing full support to ensure the delivery of an excellent customer experience.

Skilled in the provision of high – level administrative support inclusive of diary and travel management. Experienced in supervising high performing. Administration teams to ensure that all aspects of office administration are carried out effectively against demanding resource and time constraints. Proven ability to build productive relationships with both clients and employees focused on training and supporting team members in work practices in order to improve upon efficiency.

CAREER EXPERIENCE

Office administrator 01/2023 – Present quantum infinity working within the administration team comprising of 3 members, training staff in company system and procedures and reporting to key responsibility.

- Supervising the delivery of business supporting for department managers.
- Directing and enhancing dial distractive operations relating to appointment bookings cancelations, confirmations and enquires.

FRONT OFFICE : 03/2022 AKEMI revolving restaurant.

Receiving guests and taking them to different place to prepare for various company activities and meetings including wedding care monies.

SUPERVISOR 05/2021 : HUG A MUG RESTAURANT

Listening to customer and staff concerns managing environmental cleanliness and reporting to the manager.

CORE SKILLS

Office management

- Processing invoice and receipts and compiling comprehensive payment records.

FRONT OFFICE 03/2023 AKEMI Revolving Restaurant

Receiving guests and taking them to different place to prepare for various company activities and meetings including wedding ceremonies.

SUPERVISOR 05/2021 : HUG. A. MUG RESTAURANT

Listening to customer and staff concerns, managing environmental cleanliness and reporting to the manager.

CORE SKILLS

- Office management
- Process improvement
- Documents management
- Team leadership
- Event coordination
- Inventory management
- Administrative support
- Scheduling coordination
- Budget management

EDUCATION

DIPLOMA OF JOURNALISM

ST AGUSTINE UNIVERSITY

2019 – 2021

HOTEL & TOURISM MANAGEMENT

THE MOUNT ULUGURU COLLEGE

2018 – 2019

DAVID POUL MAKANGE

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