

NICOLE MASALLA

EXPERIENCE

02 MAY 2023 – CURRENT

SENIOR ASSISTANT OFFICE, UNIVERSITY OF THE FREE STATE

- Provide administrative support to the Head of Department and all staff members.
- Capture of research outputs on the Research Information Management System (RIMS)
- Assist with the administration of new and/or contract appointments.
- Operate PeopleSoft and Oracle management system
- Complete basic office administrative tasks
- Manage general financial matters and records in collaboration with the Head of Department.
- Manage and monitor all entities of the department (including research entities of staff).
- Complete and submit claims, quotes and requisitions.
- Order and purchase office supplies, stationery, and equipment.
- Capture marks accurately on the UFS system (Gradebook) and keep record of departmental throughout

01 FEBRUARY 2022– 30 SEPTEMBER 2022 (SIX MONTHS)

SENIOR ASSISTANT OFFICE, UNIVERSITY OF THE FREE STATE

- Process faculty timetable requests
- Process ad-hoc venue bookings
- Submit course catalogue changes
- Operate PeopleSoft and Oracle management system
- Complete basic office administrative tasks
- Communicate with faculty staff
- Respond to student and staff queries
- Attended faculty meetings representing curriculum administration

15 JANUARY 2021-31 JANUARY 2022(ONE YEAR)

RECEPTION ADMINISTRATOR, NETWORK RECRUITMENT

- Operate the switchboard, receiving more than 50 calls a day
- Complete background checks for recruitment consultants
- Book appointments for candidates with consultants
- Ensure that office supplies are always stocked
- Submit successful placements for auditing
- Type CVs for consultants
- Screen and submit interviewees for criminal, credit and qualification checks

13 NOVEMBER 2019–20 DECEMBER 2020(ONE YEAR, ONE MONTH)

PERSONAL ASSISTANT, OFFICE MANAGER, PCM CONSULTING

- Managed the diary of the CEO
- Took minutes of meetings
- Consolidated timesheets and expense claims of all employees
- Verify and capture invoices, credit notes and supporting documents.
- Liaise with clients and suppliers.
- Implement control measures.
- Compile, submit and present monthly income and expenditure reports.
- Attend to credit related queries of supplier/vendor.
- Complete project administration tasks.
- Introduced a job management app, to create efficient job tracking
- Processed leave applications and appointment letter
- Submitted monthly reports and statistics of sales
- Planned and organized company events for clients and suppliers

05 MARCH 2018 – 28 FEBRUARY 2020(TWO YEARS)

STUDENT ASSISTANT (FACULTY OF EDUCATION), UNIVERSITY OF THE FREE STATE

- Conducted the first year welcoming of the Education Faculty
- Hosted the Gateway Orientation event
- Assisted Faculty Manager with administrative duties
- Provided academic advice to first and senior year students
- Created schedules for faculty staff

18 JANUARY 2015 – 30 OCTOBER 2021(SIX YEARS)

CAMPUS MANAGER/PROMOTER, STUDENT VILLAGE

- Conduct campus-based promotions
- Facilitate promoters, while doing marketing
- Setup promotional material
- Ensure marketing targets are reached

16 OCTOBER 2015 – 31 OCTOBER 2016(ONE YEAR)

RESIDENCE COMMITTEE MEMBER/PROMOTER, UNIVERSITY OF THE FREE STATE

- Welcomed first year students to city residence; Kagiso
- Ensured that the first years took part in Gateway programs
- Made sure that first year students received academic advice and were registered for the correct modules.
- Assisted both first and senior year students with finding accommodation.
- Facilitated and hosted various House events throughout the year.

JUNE 2015-JUNE 2019(FOUR YEARS)

RECEPTIONIST, EUNICE HOSTEL

- Operated the switchboard
- Facilitated the booking in of guests
- Provided meal tickets to guests
- Handled the petty cash and tuck-shop of reception area
- Provided venues, materials and resources for hotel events

EDUCATION

NOVEMBER 2019

BACHELOR OF ART, UNIVERSITY OF THE FREE STATE

Majors: Psychology and Communication Science

NOVEMBER 2014

MATRICULATION, EUNICE HIGH SCHOOL

I matriculated with four distinctions at the end of 2014

SKILLS

- Proficient in Microsoft Office
- Ability to work autonomously
- Strong work ethic
- Strategic planning and organizing
- Strong communication skills
- Adapt easily to any work environment

ACTIVITIES

When I am not working or studying, I enjoy baking, watching movies and going on vacations.