



# Miss Boitumelo Malet

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◆ Soshanguve, Gauteng  
Facebook

## PROFILE

I am capable of working under pressure, pay attention to detail, execute duties and responsibilities with excellency and within the set time limits. I am a quick learner and good with data capturing and filing.

I am able to work in a fast-paced environment and willing to work overtime when required. I am fully bilingual and can express myself in English, Afrikaans and most of the African languages.

## PERSONAL DETAILS

GENDER	RACE	DATE OF BIRTH
Female	African	21 Jun 1972

## EDUCATION & QUALIFICATIONS

- Higher Certificate

Grade 12 · 1991

Achieved

- Secretarial Diploma

Diploma · 1994

Achieved

## WORK EXPERIENCE

- Fund / Personal Secretary to the Board of Trustees

Telkom SOC Ltd

Jun 2014 - Nov 2017

Responsible for the administration of the Fund's day-to-day duties.

Rendering full secretariat services related to the Fund and/or other sub-committees, including service providers of the Fund (Actuary, Auditor, Asset Consultants, Fund Administrator, Asset Managers, etc)

Manage and compile Policy, Procedures and Rules Amendments including benefits pay-outs, death and disability benefits

Compile and submit monthly / quarterly reports for Board of Trustees, including approvals and rule amendments

Provide benefits advice / recommendations and consultation to members

Co-ordinate meetings and events by identifying requirements, define actions needed to produce a successful event in conjunction with relevant role players

- Operational Specialist: Pension Benefits

Telkom SOC Ltd

Sep 2006 - May 2014

Responsible for:

Upload / transfer of payroll file (members' contributions / movements) to the Fund Administrator;

Administration of user access to the Fund's database (to check their pension growth / movements)

Consultation with members of the Fund, families and other relevant parties

Investigating circumstances surrounding death-in-service cases in order to prepare a detailed report to the Trustees

of the Fund in terms of Section 37C of the Pension Fund Acts of 1956  
 Processing of death benefits' payments (company and pension benefits);  
 Compiling reports on daily basis to the Trustees of the Fund;  
 Processing of pension benefits payments (HR & Fund);  
 Handling of pension queries (A – Z) as a one-stop service;  
 Maintaining system & data integrity (SAP – Payroll system);  
 Assist in tracing members for their unclaimed benefits and tracing dependants / nominees of deceased's employees.  
 Trace widows / children whose pension is suspended due to outstanding Certificate of Existence (confirmation of still alive)  
 Handling of pension administrations: Pension Fund Adjudicator cases, correspond with legal firms and relevant role players. Also handle HR related tasks

- Pension Administrator

Telkom SOC Ltd

Nov 1997 – Aug 2006

Responsible for:

Upload / transfer of payroll file (members' contributions / movements) to the Fund Administrator;  
 Administration of user access to the Fund's database (to check their pension growth / movements)  
 Consultation with members of the Fund, families and other relevant parties  
 Investigating circumstances surrounding death-in-service cases in order to prepare a detailed report to the Trustees of the Fund in terms of Section 37C of the Pension Fund Acts of 1956  
 Processing of death benefits' payments (company and pension benefits);  
 Compiling reports on daily basis to the Trustees of the Fund;  
 Processing of pension benefits payments (HR & Fund);  
 Handling of pension queries (A – Z) as a one-stop service;  
 Maintaining system & data integrity (SAP – Payroll system);  
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- Administrator

Telkom SOC Ltd

Apr 1997 – Oct 1997

Administration of Housing loans against the pension (Receiving applications, processing, informing the employees if approved / declined, forwarding to the Fund's Administrator for payment, Telephone etiquette, Filing)

- Telegraph Officer

Telkom SOC Ltd

Apr 1996 – Mar 1997

Issuing of telegrams received via the telephone, despatch telegrams (post); Filing of office copies (telegrams) and handling queries (telegram related)

- Personal Assistant

Seriti, Mavundla & Partners

Feb 1995 – Mar 1996

Day-to-day secretarial duties to Adv. Mavundla (Organizing the diary for meetings and appointments, Screening calls, Dicta-typist, Organizing refreshments, Booking travelling / Accommodation, Filing, Telephone etiquette, Prepare presentation materials)

SKILLS

1	●●●●●
2	●●●●●
3	●●●●●

LANGUAGES

1	●●●●●
1	●●●●●
1	●●●●●
1	●●●●●

REFERENCES

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Kgomotso Ramokala

Principal Officer - Telkom Retirement Fund

☎ 012 311 0720

✉ ramokakr@telkom.co.za

Pst Isaac Simon Mlambo

Pastor - Umthombo Restoration Ministry

☎ 082 843 2138

✉ pastormlambo8@gmail.com

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COVER LETTER

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I have 22 years extensive experience in office administration, with four (4 years) as Fund Secretary to the Board of Trustees - 24 members, Principal Officer and Compliance Officer.

My day-to-day duties included A-Z pension benefits administration, update and maintenance of employees' records on SAP, consultation with employees on pension benefits, prepare communication material for relevant stakeholders, preparation of reports on death benefits for approval to the Board of Trustees, ensuring that the correct documentation and information is provided for payment of resignation, retirement, ill-health and/or retrenchment benefits, upload of members' pension contributions on the Administrator's portal.

Also, as the Fund Secretary (Management level), I was responsible for preparation of tender / proposal documents, diary and meeting management, mailbox management, preparation of agenda for all Board meetings, taking of, typing minutes and circulating to Board members and role players at the Principal Officer's office, booking of all travel and accommodation requirements.

I am capable of working under pressure, pay attention to detail, execute duties and responsibilities with excellency and within the set time limits. I am a quick learner and good with data capturing and filing.

I am able to work in a fast-paced environment and willing to work overtime when required. I am fully bilingual and can express myself in English, Afrikaans and most of the African languages.

I have a valid Code 8 driver's license and own transport. I am immediately available for the position and/or another relevant position. I am willing to relocate to be near the workplace.

Trusting that my application would receive your favourable consideration.

Yours faithfully

Ms Boitumelo Malete 0614040857 / 0833764645