

ONALENNA SEATILE

Vryburg ,North-west ,South Africa

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PROFESSIONAL SUMMARY

Motivated and detailed –oriented Business Management graduate with N4 and N5 qualifications and practical experience in administration, office support, customer service, stock control, record management and retail operations. Skilled in handling inquiries ,preparing reports ,maintaining accurate records and supporting daily business operations . Strong communication, organizational and computer skills with the ability to work independently and as part of a team. Eager to contribute to organizational success while continuously developing professional skills.

CORE COMPETENCIES

- Administrative support
- Computer literacy
- Attention to detail
- Stock control
- Communication skills
- Filing and documentation
- Customer service

PROFESIONAL EXPERIENCE

Educational Assistant

Amalia Primary School | 2025

- Provided administrative support to school management and staff.
- Maintained accurate filing system and organized office documentation.
- Assisted with handling inquiries from parents, learners and staff.

Shop Assistant

Ackermans | 2024

- Conducted stock counting and inventory verification activities.
- Assisted in maintaining accurate stock records and inventory levels.
- Reported stock discrepancies and findings to management.

EDUCATION

Vuselela TVET College
Business Management N5
Completed : 2023
Vuselela TVET College
Business Management N4
Completed : 2022
Obang Secondary School
National Senior Certificate (Matric)
Completed : 2020

ADDITONAL INFORMATION

- Willing to relocate.
- Available for administrative ,customer service ,retail ,office support ,receptionist and entry level business position.

REFERENCE

MR Mainaakae
Lecturer | Vuselela Tvet College
Contact number | 0717076543
Mr Mayer
Teacher |Oban Secondary School
Contact number : 0780823877
Mr Chacha
Principal | Amalia primary School
Contact number : 0839853937