

PEARL LEBOHANG MALAHLELA

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PROFESSIONAL SUMMARY

Motivated and hardworking entry-level professional with practical administrative and mobilisation experience gained through a 12-month Youth Employment Service (YES) placement. Experienced in outbound calling, interview coordination, data capturing, record management and working with large groups of people. Currently completing a Bridging Course in Transport and Logistics, with a strong interest in logistics, transport operations and administration. Reliable, organised, adaptable and eager to contribute to a professional team while continuing to grow.

PROFESSIONAL EXPERIENCE / TRAINING

Administrator & Mobiliser — Youth Employment Service (YES) Initiative

12-Month Placement | Certificate of Completion & Official Reference Letter

- Managed administrative duties and maintained accurate records and databases using digital systems.
- Conducted high-volume outbound calls to contact people, arrange interviews and confirm appointments.
- Coordinated interview schedules and communicated appointment details professionally.
- Worked as a Mobiliser, organising and mobilising large groups of people for interviews and activities.
- Performed accurate data capturing and documentation while handling multiple tasks in a fast-paced environment.
- Applied workplace health and safety procedures and maintained professional standards.
- Strengthened communication, teamwork, organisation, multitasking and problem-solving skills.

EDUCATION & QUALIFICATIONS

Current	Bridging Course in Transport and Logistics	Currently studying
2022	Information Technology and Computer Science	Elangeni TVET College — NQF Level 3
2022	IT Essentials & Introduction to Cyber Security	Elangeni TVET College (Cisco) — Certificate
2018	National Senior Certificate	Forest High School — Grade 12

ADDITIONAL INFORMATION

Driver's Licence: Code C1 (Code 10)

KEY SKILLS

- Administrative Support
- Interview Coordination
- Computer Applications
- Multitasking
- Data Capturing & Documentation
- Mobilisation & Event Coordination
- Teamwork & Collaboration
- Customer Service
- Outbound Calling
- Digital Communication
- Problem Solving
- Health & Safety Awareness

REFERENCE

Mlamuli Mvelase

Programme Manager — AMANDLA Safe-Hub

Previous Manager

Email: mlamuli.mvelase@safe-hub.org

Available for entry-level administrative and logistics opportunities.