

PRECIOUS KEKANA

Phone: 066 379 2860 | Email: preciousramadimetja49@gmail.com

PROFESSIONAL SUMMARY

Motivated and responsible Grade 12 school leaver with a Commerce background (Accounting, Economics, Business Studies), seeking an entry-level administrative or secretarial position in a professional government environment. Computer literate with Microsoft Office knowledge, typing skills, and a strong foundation in document management, filing and record keeping. Organised, discreet and detail-oriented, with strong verbal and written communication, interpersonal relations, problem-solving and coordination skills, and a willingness to learn.

KEY SKILLS

- Computer literacy
- Microsoft Office knowledge
- Typing skills
- Administration skills
- Good communication (verbal and written)
- Professional communication
- Interpersonal relations
- Problem-solving
- Conflict management
- Coordination
- Meeting coordination
- Document management
- Filing and record keeping
- Organisation
- Confidentiality and discretion

ADDITIONAL SKILLS

- Teamwork and cooperation
- Time management
- Attention to detail
- Ability to follow instructions
- Willingness to learn (Batho Pele Principles, departmental policies and procedures, Treasury Regulations)
- Professional and responsible attitude

EDUCATION

National Senior Certificate (Grade 12)

Mawele Secondary School | 2016 - 2020

Subjects: Accounting, Sepedi, English, Life Orientation, Economics, Business Studies, Mathematical Literacy

LANGUAGES

English | Sepedi | Zulu | Afrikaans

REFERENCES

RJ Matsoake

Special Educator

Tel: 072 467 6202