

# KEAMOGETSWE INNOCENTIA MASEBE

Johannesburg, South Africa | Phone: 073 808 7919 | Email: innocentiamasebe03@gmail.com

## PROFESSIONAL SUMMARY

Detail-oriented administrative professional holding an NQF Level 7 qualification (Bachelor of Arts) paired with hands-on experience in lease, store, and document administration. Demonstrated expertise in maintaining accurate registers, tracking critical timelines, ensuring regulatory compliance, and managing multi-stakeholder communication across internal departments, vendors, and finance teams. Fully proficient in MS Office with immediate availability for Johannesburg-based roles.

## CORE COMPETENCIES & KEY SKILLS

- **Lease & Records Administration:** Register maintenance, document repository management, compliance enforcement, file archiving.
- **Tracking & Deadline Management:** Expiry tracking, renewal monitoring, escalation date logging, milestone reporting.
- **Documentation & Drafting:** Lease agreements, addenda preparation, renewal letters, official correspondence.
- **Stakeholder Coordination:** Cross-functional liaison (Legal, Finance, Procurement, Brokers, Landlords, Tenants).
- **Technical & Admin Proficiency:** Advanced MS Office Suite (Word, Excel, Outlook, PowerPoint), data entry, risk escalation, detail-oriented record-keeping.

## WORK EXPERIENCE

PEP Home 2021 – 2022

### Cashier & Admin Support — Midrand, South Africa

- Maintained structured physical and digital document repositories in full alignment with internal governance, compliance, and auditing standards.
- Developed and updated operational registers and trackers to monitor inventory status, outstanding documentation, and administrative deadlines.
- Prepared periodic administrative reports highlighting documentation gaps, approaching operational milestones, and workflow statuses.
- Coordinated daily communications across internal operational teams, procurement, finance, and external service providers to ensure seamless store workflow.
- Identified and escalated operational risks, missing compliance files, and administrative delays to management for swift resolution.
- Utilized MS Office applications daily for precise data entry, scheduling, operational logs, and official store correspondence.

## EDUCATION & QUALIFICATIONS

Sol Plaatje University 2023 – 2025

### Bachelor of Arts (General) — NQF Level 7 — Kimberley, South Africa

Itirele-Zenzele Comprehensive School 2021

## REFERENCES

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**Mr. Stanley**                      Phone: 073 808 7919

## ADDITIONAL INFORMATION

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**Location:**                      Based in Johannesburg (Full local availability)

**Availability:**                  Immediate

**Computer Literacy:**        Advanced MS Office Suite (Excel, Word, Outlook, PowerPoint)