

ODIRELENG SEFIKE

235 Block U, Mabopane, Pretoria, Gauteng

072 605 3022 | sefikeodireleng47@gmail.com

Professional Summary

I am a calm, dependable and respectful young professional with practical experience in administration and general office support. Working in an office environment has taught me the importance of organisation, professionalism and handling responsibilities with care. I enjoy contributing to the smooth running of daily activities, pay attention to small detail and believe in completing tasks properly rather than rushing through them. I am someone who is willing to learn, accepts guidance positively and works well with different people. My goal is to grow within a professional organisation where I can contribute consistently, gain experience, and build a meaningful long-term career.

PERSONAL DETAILS

Nationality: South African

Gender: Female

Race: African, Black

Driving License: Valid Code B Driver's License

Languages: English, Setswana

EDUCATION

University of South Africa (UNISA)

Higher Certificate in Archives and Records Management

Completed - 2024

Thornview Acudeo College

National Senior Certificate (Matric, Grade 12)

Completed - 2022

SKILLS

- | | | |
|-----------------------|------------------------------------|-------------------|
| • Confidentiality | • Record Keeping | • Microsoft Excel |
| • Time Management | • Filing and Document Management | • Outlook |
| • Attention to Detail | • Diary and Appointment Management | • Planning |
| • Teamwork | • Office Administration | |
| • Computer Literacy | • Communication | |
| • Microsoft Word | • Professionalism | |

EXPERIENCE

Vikela Mining

Administrative Assistant (Contract)

February 2024 – March 2025

- Maintained and organised office records, files, and administrative documents.
 - Captured and updated information accurately on spreadsheets, databases, and office systems.
 - Prepared and filed office correspondence and supporting documentation.
 - Assisted with daily administrative tasks to support the smooth running of the office.
 - Answered telephone calls, received messages, and directed enquiries professionally.
 - Scheduled appointments and meetings and maintained office diaries and records.
 - Handled confidential information responsibly and complied with office procedures.
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ARCIEVEMENTS

- Completed a professional certificate, demonstrating commitment to personal and career development.
 - Developed practical administrative and data capturing experience within a professional office environment.
 - Maintained accurate and confidential records with a high level of attention to detail.
 - Improved proficiency in Microsoft Word, Excel, and Outlook through daily administrative tasks.
 - Consistently submitted assigned work on time and maintained a reliable attendance record.
 - Recognised for being organised, dependable, and willing to learn in a professional workplace.
 - Successfully balanced workplace responsibilities while continuing personal and professional development.
 - Built confidence in professional communication, teamwork, and office etiquette through practical work experience.
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REFERENCE

Mr Sello Motlana | Operations Manager at Vikela Mining | 071 466 2120

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
SEFIKE
Names:
ODIRELENG
Sex:
F
Nationality:
RSA
Identity Number:
0502190107081
Date of Birth:
19 FEB 2005
Country of Birth:
RSA
Status:
CITIZEN


Signature: 



Certified a true copy of the original unaltered / officially altered document.

besertifiseer 'n ware afskrif van die oorspronklike onveranderde / veranderde dokument.


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Ex Officio Commissioner of Oaths
Administrative Kommissaris van Ede
Metro Police / Metro Polisie
CITY OF TSHWANE
JOHANNESBURG



Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 00 11 80

Date of Issue: 23 JUL 2021


116727407






REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

ODIRELENG SEFIKE

Identity number 0502190107081

Exam number 8923400811032

Subject	%	Achievement level	Date
English Home Language	49	3	Jun 23
Setswana First Additional Language	67	5	Nov 22
Mathematical Literacy	56	4	Jun 23
Life Orientation	68	5	Nov 22
Business Studies	38	2	Nov 22
Geography	52	4	Jun 23
Life Sciences	48	3	Jun 23

	***	*	

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from July 2023

M. S. LAKOMETSI

Chief Executive Officer

242 4603 6884 Y



This certificate is issued without alterations or erasure of any kind



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)



UNISA

UNIVERSITY OF SOUTH AFRICA



We certify that

ODIRELENG SEFIKE

*having complied with the requirements of the Higher Education Act
and the Institutional Statute, was issued with the*

HIGHER CERTIFICATE

in Archives and Records Management

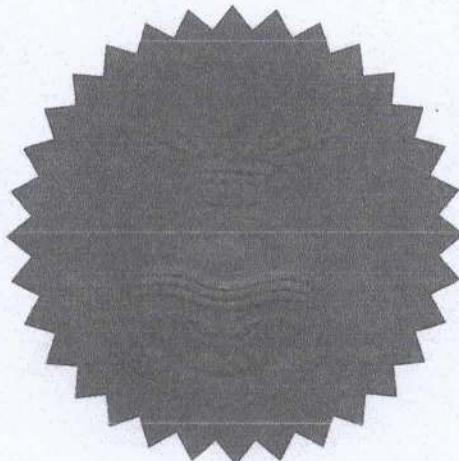
at a congregation of the University

on 30 June 2025

CUM LAUDE

Registrar

Registrar



Executive Dean

19857723454601C02601



O SEFIKE
235 Igwababa street
Mabopane
Pretoria
0190

Enquiries should be addressed to SARS

Contact Detail

SARS 0800 00 7277
Alberton Website: www.sars.gov.za
1528

Details

Taxpayer Reference No: 0484211297

Always quote this reference
number when contacting SARS

Date: 2025-01-13



Dear Taxpayer

NOTICE OF REGISTRATION

The South African Revenue Service (SARS) confirms registration of the following taxpayer:

Name and Surname: ODIRELENG SEFIKE
ID number: 0502190107081
Taxpayer reference number: 0484211297
Date of Registration: 2024-11-13

Your tax obligation

Depending on your circumstances, you may be required to submit an annual income tax return. Should you be a provisional taxpayer, returns and payments will be required every six months. More details can be obtained from the SARS website.

Any person who derives by way of income any amount which does not constitute remuneration or an allowance or advance contemplated in section 8(1) of the Income Tax Act is regarded as a Provisional Taxpayer and may be required to submit provisional returns.

Kindly notify SARS of any change to your registered particulars within 21 business days of such change.

Should you have any queries please call the SARS Contact Centre on 0800 00 7277. Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE



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2025
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