

KAMOHELO PATIENCE MATILE

Administrative Clerk / Legal Administrator / Receptionist

Pimville, Soweto, Johannesburg

066 252 6830 | 060 665 6795

Kamohelomatile04@gmail.com

PROFESSIONAL PROFILE

Dedicated and detail-oriented Administrative Clerk with experience in legal administration, switchboard operations, document management, records management, and customer service. Experienced in supporting attorneys, processing financial documentation, maintaining confidential records, and delivering efficient administrative support in fast-paced environments. Strong organizational, communication, and problem-solving skills with excellent attention to detail.

CORE SKILLS

Administrative Support • Legal Administration • Data Capturing • Records & File Management • Microsoft Word • Microsoft Excel • Microsoft Outlook • Switchboard Operations • Customer Service • Document Management • Communication Skills • Time Management • Teamwork • Confidentiality • Attention to Detail

PROFESSIONAL EXPERIENCE

Administrative Clerk / Filing Clerk / Switchboard Operator

Smit Jones & Pratt Incorporated

February 2025 – Present

- Provide administrative support to the litigation department and attorneys.
 - Process Nedbank receipts and financial documentation accurately.
 - Prepare, organize and maintain legal documents and correspondence.
 - Capture and update information on internal systems.
 - Manage incoming and outgoing documents efficiently.
 - Operate a busy switchboard and direct calls professionally.
 - Maintain organized electronic and physical filing systems.
 - Ensure confidentiality of sensitive legal information.
 - Assist multiple departments with daily administrative duties while meeting strict deadlines.
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Counting Officer

Independent Electoral Commission (IEC)

29–30 May 2024

- Counted and verified ballot papers accurately.
 - Maintained confidentiality of election materials.
 - Worked efficiently under pressure and tight deadlines.
 - Assisted with accurate record keeping while complying with IEC procedures.
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EDUCATION

National Senior Certificate (Grade 12)

Waverley Girls' High School

Completed: 2023

REFERENCES

Ronell Smith

Senior Legal Bookkeeper – Accounts

Smit Jones & Pratt Incorporated

Cell: 076 787 3525

Tel: 011 532 1500

Connie Pelle

Receptionist

Smit Jones & Pratt Incorporated

Cell: 076 478 8051

Tel: 011 532 1500

Sinalo Mboxo

Conveyancer

Smit Jones & Pratt Incorporated

Cell: 067 237 3876

Tel: 011 532 1500

Caffy Lekgora

Supervisor

Independent Electoral Commission (IEC)

Cell: 082 778 5313