

JABULILE MOLOI

Administrative Assistant

Email: moloijabulile33@gmail.com | Phone: 067 963 9892

Address: 4274 Pitso Street, Duduza, 1496

PROFESSIONAL SUMMARY

Detail-oriented and reliable Administrative Assistant with experience in school and office environments. Strong administrative, communication, and computer skills with the ability to support staff, manage records, and assist clients professionally.

WORK EXPERIENCE

Administrative Assistant – Sizwesethu Primary School, Johannesburg (Feb 2024 – Jul 2024)

- Welcomed visitors and directed them to relevant staff
- Assisted teachers and learners with photocopying and documentation
- Typed meeting minutes and handled correspondence
- Operated switchboard and managed email communication
- Maintained learner and teacher registers

Administrative Assistant – Skylight Internet Café, Johannesburg (Nov 2023 – Jan 2024)

- Assisted customers with printing, copying, and scanning
- Supported applications such as NSFAS and university admissions
- Typed assignments, CVs, and research documents

EDUCATION

Diploma in Administrative Information Management (Jan 2022 – Nov 2024)

Tshwane University of Technology, Tshwane

Modules: Business Administration, Information Administration, Management Information Technology, Human Resource Management, Legal Practice, Mercantile Law, Communication Skills

National Senior Certificate (Matric) (2020)

M.O.M Seboni Secondary School, Nigel

Subjects: IsiZulu Home Language, English First Additional Language, Mathematical Literacy, Business Studies, Consumer Studies, Tourism, Life Orientation

SKILLS

- Administrative support
- Computer literacy
- Typing and document preparation
- Communication skills
- Teamwork and accountability

LANGUAGES

IsiZulu, English

REFERENCES

Mr P.E. Ralepeli – Lecturer & WIL Coordinator | Phone: (012) 382 5288

Mr Mali Mashinini – Owner, Skylight Internet Café | Phone: 082 354 7554

Mr Mpho Morape – Supervisor, Administrative Department | Phone: (011) 810 5471