

PRAISE SUPRISE LONA PHAHLAMOHLAKA

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Objective

Motivated and hardworking N6 Management Assistant graduate from Denver Technical College, seeking an internship or learnership opportunity to gain practical workplace experience and develop my administrative and professional skills. I am a reliable, organised, and eager-to-learn individual with a strong interest in office administration, communication, customer service, and general business operations. I am committed to applying the knowledge I have gained through my studies while learning from experienced professionals and contributing positively to the organisation.

Education

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| • Denver Technical College
Management Assistant (N6) | 2023 |
| • Molwetsi Secondary School

Grade12 | 2019 |

Skills

- Administrative Skills
- Communication skills
- Organizational skills
- Technical Skills: Ms Office(Word, Excell, PowerPoint, Outlook) skills
- Problem Solving skills
- Interpersonal skills
- Financial skills
- Information gathering skills
- Report writing and presentation skills
- Data analysis and reporting skills
- Leadership and Supervision skills

Reference

- **Ms N Jele - Department of Roads and Transport**
Supervisor
Buhle.Jele@gauteng.gov.za
0741700899
- **Ms T Lukoto - Department of Roads and Transport**
Supervisor
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- **Ms T Phiri - Department of Roads and Transport**
Supervisor
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