



PROFESSIONAL SUMMARY

entry-level applicant seeking a Document Controller role in Gauteng. Focused on organising, indexing, and maintaining administrative records, project documentation, and electronic filing systems. Positioned to support operational teams with strict document version control, quality checking, and systematic record archiving.

WORK EXPERIENCE

Tender Administrator

Rabokgadi VIP, Midrand

September 2024 – February 2026

- Completed Tender Documents
- Filing
- Office administration
- Data capture

EDUCATION

Business management

Ekurhuleni West College

N6 | 2015

Business Administration

Siyanqoba

Level 4 | 2017

Matric

Bokamoso Secondary School

Matric Certificate | 2011

CORE SKILLS

- Customer service
- Computer literacy
- Communication skill
- Qualitative skill
- Team work

LANGUAGES

Sepedi, English, Zulu

REFERENCES

Helen Styndvaardt

Line Manager

0114561519

Dilons Radebe

Operational Manager

0720222278

