

LERATO SUZEN MONAMA

Daveyton, Gauteng

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PROFESSIONAL PROFILE

Motivated and reliable Grade 12 graduate with an ICT Office Administration qualification. Strong communication, computer literacy, teamwork and problem-solving skills. Eager to gain workplace experience, develop new skills and build a successful career. A quick learner who is committed to professionalism, discipline and continuous growth.

CORE SKILLS

- Communication
- Office Administration
- Time Management
- Attention to Detail
- Computer Literacy
- Teamwork
- Problem Solving
- Customer Relations

EDUCATION

Grade 12 (Matric)

ICT Office Administration Qualification

CAREER OBJECTIVE

To obtain a learnership opportunity where I can gain practical workplace exposure, apply my communication and computer skills, learn from experienced professionals and develop the discipline and knowledge needed for long-term career growth.

REFERENCES

Available on request.