

PRECIOUS DIKELEDI NDHLOVU

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CAREER OBJECTIVE

Motivated and detail-oriented Public Management graduate seeking a learnership opportunity to gain further practical experience, develop professional skills and contribute positively to an organisation. I bring practical exposure in human resources, business administration, employee relations, supply chain, finance and general office administration. I am a reliable, organised and willing learner with strong communication skills, computer literacy and the ability to work independently and as part of a team.

EDUCATION

Tshwane North TVET College — National N Diploma: Public Management | Completed 2022

Tsako-Thabo High School — National Senior Certificate / Matric | Completed 2011

KEY SKILLS

- General Office Administration
- Human Resources Administration
- Employee Relations Administration
- Records and Filing Management
- Data Capturing and Record Keeping
- Supply Chain and Procurement Administration
- Finance and Petty Cash Administration
- Client Service and Reception
- Meeting and Appointment Coordination
- Confidential Information Management
- Microsoft Word, Excel, PowerPoint and Outlook
- Communication and Interpersonal Skills
- Attention to Detail
- Organisation and Time Management
- Problem Solving
- Ability to Work Independently and in a Team
- Willingness to Learn and Develop New Skills

PRACTICAL EXPERIENCE

COMMUNITY SCHEMES OMBUD SERVICES – HOSTED BY SEGOALE PROPERTIES

Business Administration Learner / Administrative Assistant | 01 August 2024 – 01 August 2025

- Provided front-office and general administrative support, including answering calls and recording messages.
- Managed emails, correspondence, documents and confidential information professionally.
- Welcomed and assisted clients and visitors and directed enquiries to appropriate personnel.
- Provided clerical support to executive staff and maintained accurate office records.
- Captured and updated information using required databases and data-capturing systems.
- Maintained electronic and manual filing systems and kept records organised and accessible.
- Scheduled appointments, coordinated meetings and booked boardroom facilities.
- Prepared, scanned, copied and distributed documents and supported office equipment requirements.

DEPARTMENT OF CORRECTIONAL SERVICES

Experiential Learner – Human Resources, Supply Chain Management, Finance and Employee Relations | 05 June 2020 – 30 September 2022

- Maintained HR filing systems, personnel records, administrative registers and service verification files.
- Assisted with leave administration, employee forms, transfers, appointments and termination records.

- Updated salary and employee banking information and assisted with payroll certification and payslip distribution.
- Supported housing allowance administration and maintained related records.
- Captured logistics information and assisted with quotation, procurement and bidder administration.
- Assisted with petty cash administration, BAS reports, manual receipts and journals.
- Registered and monitored employee grievances and assisted with grievance procedures.
- Provided secretarial and administrative support during personnel meetings and disciplinary matters.

COMPUTER SKILLS

Microsoft Word | Microsoft Excel | Microsoft PowerPoint | Microsoft Outlook | Data Capturing | Electronic and Manual Record Keeping | Scanning and Photocopying

PROFESSIONAL STRENGTHS

Reliable and organised • Professional and confidential • Good communication • Fast learner • Attention to detail • Team player • Able to work independently • Positive attitude

REFERENCES

Available on request.