

Agreement Makhubela

064 647 6481

makhubelaagree@gmail.com

Chiawelo,

Soweto

Summary

Detail-oriented and organised Data Capturer with strong computer and administrative skills. Experienced in accurately capturing, verifying, updating, and maintaining information while meeting deadlines. Strong attention to detail, confidentiality, and accuracy, with the ability to work independently and as part of a team. Proficient in Microsoft Office and comfortable handling large volumes of data.

Education

Richfield Business College

November 2020 - December 2020

Certification in End User Communication (Short Course)

Office 2010 (Microsoft Word, Microsoft Excel, PowerPoint, Access, and Outlook)

Central Johannesburg College

2015 - 2017

N5 Business Management

Intro Accounting N4, Management Communication N4, Entrepreneur and Business Management N4-N5, Computer Practice N4-N5, Public Relations N5, Sales Management N5

Hanyani Nkuzana High School

January 2012 - December 2012

National Senior Certificate (Grade 12)

Xitsonga HomeLanguage, English First Additional Language, Life Orientation, Mathematics Literacy, Business Economics, Business Studies and Accounting

Experience

Social Development CoJ, ESP Special Project Unit

December 2020 - November 2022

Data Capturing and Admin Assistance

- Captured, updated, and maintained accurate data in databases and spreadsheets.
- Verified information and corrected data discrepancies.
- Assisted with filing, document management, and general administrative duties.
- Prepared and organised reports, records, and correspondence.
- Handled confidential information professionally.
- Assisted with answering enquiries and providing administrative support.
- Maintained accurate and up-to-date records.

Baraka IT Solutions

June 2023 - July 2023

Data Capturing

- Reviewing data for errors or discrepancies and making corrections as needed
 - Maintaining data entry requirements by following data program techniques and procedures
 - Ensuring timely and accurate processing of information
 - Organizing and archiving records for future reference
 - Verifying data integrity and ensuring compliance with company policies
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Skills

- Teamwork and collaboration
- Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Outlook
- Time management, professionalism, and confidentiality.
- Oral and written communication skills Leadership and management
- Problem-solving and analytical thinking with willingness to learn and grow.
- Critical thinking and problem solving

Others

License Code 10

References

Organization: Social Development
Name: Rankoko Brandon
Occupation: Colleague
Contact Number: 082 294 0129

Organization: Rea Vaya
Name: Lucky Makhubela
Occupation: Asset Manager
Contact Number: Mentor