
Relebohile Moloi

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0681872328 | moloirelebohile499@gmail.com

Objective

Detail-oriented Management Assistant graduate with N6 qualification from Maluti TVET College. Proficient in Microsoft Word, office organization, filing, and communication. Seeking an entry-level Management Assistant / Admin Clerk position where I can utilize my administrative skills, support office operations, and grow professionally.

Experience

- Cool Foods** Dec 2022 - Jul 2023
Packer
Packed food products accurately according to company standards and customer orders
Inspected products for quality, defects, and correct labeling before packing
Achieved daily packing targets while maintaining high accuracy and speed
Operated in a fast-paced, team-oriented warehouse environment
Maintained cleanliness and followed health, safety, and hygiene regulations (HACCP)
Assisted with stock counting, loading, and organizing inventory when needed
Worked well under pressure to meet deadlines during busy periods

Education

- Maluti Tvet College** 2023
Management Assistant
N4
- Maluti Tvet College** 2024
Management Assistant
N5
- Maluti Tvet College** 2025
Management Assistant
N6
- Tiisetsang High School** 2022
National Senior Certificate
12

Skills

- Time management
- Teamwork and communication
- Ms Word
- Computer Literate
- Attention to detail

Reference

- Itumeleng Constance Moloi - Cool Foods**
Manager
0583032687