

Ntswaki Mamiki Mofokeng

Soete Inval Farm, Bethlehem, Free State | 082 864 5859 | mofokengntswakimamiki@gmail.com

PROFESSIONAL SUMMARY

Motivated and disciplined Management Assistant (N6) graduate with a National Senior Certificate, seeking an entry-level administrative role, learnership, or in-service training opportunity. Trained in accurate data entry, office administration and professional communication, with strong attention to detail, reliability and the ability to work well independently or as part of a team. Quick to learn new systems and processes, punctual, and committed to adding immediate value to office operations from day one.

EDUCATION

Management Assistant N6

Maluti TVET College
2025

National Senior Certificate (Matric/Grade 12)

Thabo Thokoza Secondary School
2022

LEADERSHIP & EXTRA-CURRICULAR ACTIVITIES

Scholar Patrol Team Leader (Grade 9G)

L.K. Ntlabathi School | 2019

Awarded a Certificate of Merit by the Free State Province Department of Police, Roads & Transport for meritorious service rendered to fellow scholars and the community.

SKILLS

- **Computer Literacy:** proficient in Microsoft Word, Excel, Outlook and PowerPoint
- **Data Entry & Records Management:** fast, accurate data capturing and organised record-keeping
- **Office Administration:** filing, document management, and organising workspaces and paperwork
- **Professional Communication:** clear phone etiquette, email writing, and customer service
- **Attention to Detail:** careful checking of documents for accuracy and consistency
- **Planning & Time Management:** able to prioritise tasks and meet deadlines
- **Discipline & Punctuality:** reliable attendance and strict adherence to workplace rules
- **Teamwork & Independence:** comfortable working alone or collaborating within a team

REFERENCES

Ms. Lizzet van Wyk

Campus Manager | Maluti TVET College (Bethlehem Campus)
Phone: 058 303 3377
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