

MATOKA DIKOMO

Administrative Support Professional

38 Van Beek Street, New Dorrenfontein Johannesburg | 078 591 8218 | matokadikomo@gmail.com

PROFILE

Administrative professional with 5+ years' experience providing front-office, records, and operational support across healthcare, education, and retail environments. Skilled in reception and stakeholder liaison, document and records management, data capturing, invoice and stock processing, and audit-ready filing. Proficient in Microsoft Excel, SA-SAMS, BAS, LOGIS, and PADS. Known for accuracy, discretion, and staying calm under pressure in fast-paced offices.

KEY SKILLS

- Front office & reception administration — staff, learner/patient, and visitor liaison
- Records & document management — filing systems, data capturing, audit preparation
- Office systems — Microsoft Excel, SA-SAMS, BAS, LOGIS, PADS
- Diary, correspondence & stakeholder coordination
- Invoice processing, reconciliations & basic financial administration
- Stock control, purchase orders & supplier coordination
- Multilingual communication — Sesotho, English, isiZulu

EXPERIENCE

Assistant: Revenue, Admissions & Supply Chain Support

Jul 2024 – Dec 2025

Itemoheng District Hospital — Senekal, Free State

- Managed front-line admissions administration — processing patient registrations, discharges, and filing records accurately in a high-volume environment.
- Maintained organised, audit-ready records through consistent filing, documentation, and monthly account close-off.
- Handled correspondence, allocations, and reporting across departments, coordinating with finance and supply chain teams.
- Ran stock counts and coordinated purchase orders with suppliers, reducing inventory discrepancies through careful record-keeping.

Education Assistant: Administration & Finance Support

Feb 2023 – Jan 2024

Ithabiseng Secondary School — Senekal, Free State

- Provided front office administrative support to staff, learners, and visiting stakeholders, managing enquiries and daily correspondence.
- Maintained accurate learner and financial records on SA-SAMS, ensuring documentation was audit-ready at all times.
- Processed invoices and reconciled records, supporting smooth day-to-day office operations.

Finance and Administrative Clerk

Feb 2020 – Jan 2022

Hardware Hub — Qwaqwa, Free State

- Delivered front-of-house administrative and customer service support, processing invoices and transactions accurately.
- Maintained pricing and stock records, coordinating supplier orders and deliveries for consistent inventory flow.
- Kept daily records and reconciliations organised and up to date.

EDUCATION

National Diploma in Business Management

Sedibeng TVET College, Vanderbijlpark Campus — 2021

National Senior Certificate (Matric)

Ee Monese Comprehensive Secondary School — 2016

REFERENCES

- Jebetwala Xolele — Hospital Manager, Itemoheng District Hospital — 083 211 9644
- Sechake Mothibeli — Finance Clerk, Ithabiseng Secondary School — 076 764 8495
- Yusuf Cassimjee — Manager, Hardware Hub — 082 417 8601