

Professional Profile

Dedicated and detail-oriented Administrative professional with solid experience in office administration, reception, personal assistant and payroll support. Highly organized, reliable, and capable of managing multiple tasks in fast-paced environments. Strong interpersonal and communication skills with a proven ability to work effectively both independently and as part of a team. Eager to learn, adaptable and committed to delivering high-quality administrative support.

Skills

- Office administration and record keeping
- Reception and client service
- Diary and schedule management
- Payroll support and timesheets
- Financial administration and banking
- Microsoft office suite (word, excel, outlook)
- Written and verbal communication
- Time management and organisation
- Problem solving and attention to detail
- Data Capturing & record keeping

Experience

- Alers Boerdery/ Usiko Farming October 2023 – March 2026
Personal assistant (internship)
 - Manage the farm owner's diary, appointments and meetings.
 - Maintain accurate records for farm operations, staff and expenses.
 - Coordinate supply orders and monitor deliveries.
 - Assist with payroll processing, timesheets and staff communication.
 - Prepare reports and update daily farm activity logs.
 - Act as communication link between management, workers and suppliers.
- Fernie Dental Surgeon October 2022 - September 2023
Receptionist
 - Welcomed patients and managed front desk operations
 - Scheduled, confirmed and managed patient appointments
 - Maintained patient records and handled billing processes
 - Submitted medical aid claims and assisted patients with forms
 - Managed specialist referrals and ensured compliance with office procedures
- Dinga combined school January 2020 - September 2022
Administrator
 - Provided financial and logistical administration support
 - Managed collections, banking and financial documentation
 - Controlled assets, stock and office supplies
 - Maintained accurate records and administrative reports
 - Assisted with HR administration, payroll verification and staff enquiries

Education

- ♦ Sedibeng TVET college 2020
Diploma: Management assistant
- ♦ Xtensive Academy 2016
IT certificate
- ♦ Simtfolile Secondary School 2013
Senior certificate
- ♦ Kee Kee security & project 2026
PSIRA Registered security officer – Grade E,D & C
PSRIRA Registration No.: 5144114 (Active)

References

- ♦ **Alers Boedery / Usiko Farming**
I Ndevu (Supervisor)
071 592 5833
- ♦ **Dinga Combined School**
Mr Nkosi (Educator)Supervisor
082 537 8451
- ♦ **Dental Surgeon**
Dr. Shongwe (Doctor)
060 505 0021

Languages

- ♦ English
- *Availability: Immediately