

SIYABONGA MASEMOLA

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37 Phenyio Street Mahube Valley

PROFESSIONAL SUMMARY

I am a dedicated and organized General Assistant worker with experience in Administration. I am known for strong typing skills, and paying attention to details. I am seeking an Administrator position where I can contribute to efficient office management, data capture as well as customer service.

SKILLS

COMPUTER SKILLS

- Microsoft office (Word, Excel and PowerPoint)
- Google workspace
- Data Capture

ADMINISTRATIVE SKILLS

- Scheduling
- Minute Taking
- Report Writing

PERSONAL SKILLS

- Communication
- Customer Service
- Time Management
- Teamwork
- Problem Solving

EXPERIENCE

ASSISTANT GENERAL WORKER SOKALI PRIMARY SCHOOL *[2020 November – 2022 November]*

- Assisted with administrative tasks including filing, photocopying, and document distribution
- Captured and updated school records and data using MS Excel
- Responded to phone calls and parents professionally
- Supported office staff to ensure smooth daily operations and organized filing systems

EDUCATION

MATRIC CERTIFICATE

Lekala Secondary School | 2019

LEVEL 3 INFORMATION TECHNOLOGY, END USER COMPUTING

Crosslink Technical and Commercial Academy | 2022

LANGUAGES

- English
- Isindebele
- Sepedi

REFERENCES

Available on requests