

MOUMAKOE BOIKARABELO

MANAGEMENT ASSISTANT/OFFICE ADMINISTRATION

Magaliessig ,Sandton 2191|079 187 7978 |moumakoemalose20@gmail.com

PROFESSIONAL SUMMARY

Motivated and organised Management Assistant graduate with a National Diploma in Management Assistant and practical experience in administrative support. Skilled in office administration, customer service, Data capturing, document management, communication, and computer Applications. A reliable and detail-oriented individual with strong organisational and interpersonal skills, eager to contribute to a professional organisation while developing further experience and expertise.

PROFESSIONAL EXPERIENCE

Department of Education: Administrative intern
Duration: 18 months

- Provided administrative and general office support to assist with daily operations.
- Managed documents, records and filing systems while maintaining organised and accessible information.
- Assisted with professional communication, correspondence and routine office enquiries.
- Supported day to day administration and ensured assigned tasks were completed efficiently.
- Worked collaboratively and adapted to changing administrative requirements.
- Handling inbound and outbound calls.
- Counting stationary.

TECHNICAL AND PROFESSIONAL SKILLS

- Microsoft proficiency
- Administrative and office support
- Attention to detail
- Handling calls
- Filing and record keeping
- Data capturing

EDUCATION

NATIONAL DIPLOMA IN MANAGEMENT ASSISTANT 2026
TSHWANE NORTH TVET COLLEGE

MATRIC/GRADE 12 BOITSHEPO CATHOLIC SCHOOL 2018

REFERENCES: Mr IB SEGOMOTSO 067 597 2719| MRS GK GOMBA 073 411 7890