

LONDIWE ETHEL MASONDO

Administrator | Office Assistant | Public Administration Graduate (Honours)

071 378 5807 | masondolondiwe81@gmail.com | 21 Sunclair Street, Jeppe Town, Johannesburg, 2094

Date of Birth: 26 June 1997 | South African | Female | Valid Code C1 Driver's Licence

PROFILE

Organised and reliable office assistant and Public Administration Honours graduate with hands-on experience in a public school and HR environment. Experienced in logistical and secretariat support (meetings, minutes, diaries and travel), document and records management, personnel administration (employee records, recruitment and onboarding paperwork, payroll), office supplies and stock control, data capturing and report compilation. Computer literate in MS Word, Excel, PowerPoint and Outlook, with good verbal and written communication, planning and organising skills. Studied public financial management and public service regulation as part of her Public Administration degrees. Holds Grade 12 and a valid Code C1 driver's licence.

ADMINISTRATIVE SKILLS

- Logistical & secretariat support
- Personnel administration & HR records
- Telephone etiquette & handling enquiries
- Travel bookings & logistics
- Drafting routine correspondence & reports
- Office supplies & stock control
- Computer literacy: MS Word, Excel, PowerPoint, Outlook
- Strong organisational & people skills
- Document & records management
- Office supplies, stock & asset control
- Arranging meetings, venues & events
- Minute-taking & following up action items
- Filing, records management & document control
- Data capturing & Excel spreadsheets
- Tact, discretion & confidentiality
- Fluent in English, isiZulu, Sesotho, isiXhosa, siSwati

COMPETENCIES

Knowledge	Knowledge of the PFMA, Treasury Regulations, SCM policies and public sector procurement processes.
Skills	Proficiency in Microsoft Office applications • Interpersonal skills and stakeholder management • Budget and cost conscious in monitoring data.
Attributes	Customer service orientation • Concern for excellence • Objective setting • Execution • Relationship management • Oral communication skills • Written communication skills • Integrity • Collaboration.

WORK EXPERIENCE

Office Assistant

Suncrest High School | February 2024 – June 2026

- Provided secretarial and administrative support to school management, keeping the office running smoothly day to day.
- Managed management's diary, scheduled appointments and coordinated meetings and school events.
- Received and directed telephone calls and enquiries from staff, learners, parents and external stakeholders professionally.
- Handled incoming and outgoing correspondence, and drafted routine letters and reports.
- Took and distributed minutes of meetings and followed up on action items.
- Arranged travel bookings and logistics for staff and school events.
- Developed and maintained accurate filing and records systems for easy retrieval of documents.
- Collected and collated information, compiled reports and ensured their timeous submission to management.
- Captured, processed and updated school records and data accurately and confidentially.
- Managed office supplies and equipment, keeping track of stock and assets.
- Assisted with budget management and bookkeeping, and built Excel spreadsheets to track records, budgets and stock.

Human Resource Assistant

Mondi Science Centre | 2018 – 2019

- Administered payroll and maintained employee records in compliance with organisational policies.
- Assisted with recruitment and onboarding of new employees, including document collection and record set-up.
- Conducted audits of files and ensured proper documentation for departmental compliance.
- Handled taxation filings and related administrative duties.
- Captured and managed HR and finance data accurately.
- Prepared reports and coordinated payments, facilitating effective communication between management and staff.

EDUCATION

Honours in Public Administration	Vaal University of Technology	2024
Bachelor in Public Administration	University of Zululand	2023
Grade 12 (National Senior Certificate)	Ndlela High School	2016

REFERENCES

Mrs. Magagula

Manager

081 862 0366

Mr. Mfulats

Manager

074 315 9753

Mr. Mzobe

Supervisor

083 474 6726

Ms. Khaose

Supervisor

067 074 7810