

Matoba Petrus

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PROFESSIONAL SUMMARY

Motivated and detail-oriented Management Assistant graduate (N4-N6) seeking an entry-level administrative position. Skilled in office practice, information processing, management communication and Microsoft Office (Excel, Word, PowerPoint, Database). Bilingual (English and Sesotho), reliable, a quick learner and a strong team player who works well under pressure and adapts quickly to change.

EDUCATION

N4-N6 Certificates in Management Assistant

Sedibeng TVET College, Vanderbijlpark Campus | Completed 2025

Subjects: Management Communication, Office Practice, Public Relations, Information Processing

National Senior Certificate

E.E. Monese Comprehensive Secondary School | Completed 2022

Subjects: Life Sciences, Tourism, Geography, English First Additional Language, Sesotho Home Language

SKILLS

- Microsoft Office: Excel, Word, PowerPoint and Database
- Office administration and office practice
- Information processing and data capturing
- Written and verbal communication
- Planning, organising and prioritising multiple tasks
- Analytical and problem-solving skills
- Attention to detail
- Languages: English, Sesotho

KEY COMPETENCIES

- Works well under pressure and meets deadlines
- Team player with strong interpersonal skills
- Self-motivated, reliable and professional
- Adaptable and quick to learn new systems and processes

REFERENCES

Masupa Moeketsi - Mentor

Phone: 071 287 3348

R. Matsumane - Lecturer

Phone: 083 458 3757