

CONTACT

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OBJECTIVE

A highly organised and detail oriented professional with experience in administration, reception, and teaching assistance. I seek a dynamic role where I can utilise my Human Resources management knowledge, administrative expertise, and strong communication skills to contribute to organisational efficiency.

EXPERIENCE

- 2015

- **Receptionist**
Malebogo Maeyane Attorneys
 - *Manage front desk operations and client inquiries.
 - *Schedule appointments and maintain office records.
 - *Assist with basic administrative tasks, including filing and document preparation.
 - *Supporting staff and management with daily office operations.
 - *Receiving, sorting, distributing mails and deliveries.

2019 - 2021

- **Administrative Assistant**
Sapphire Secondary School
 - *Handled administrative tasks such as filing, scheduling and correspondence.
 - *Assisted in Human Resources related duties, including staff coordination and document management.
 - *Manage front-office operations and ensure smooth day-to-day functions.
 - *SA SAMS
 - *Schedule meetings, appointments and managing calendars.
 - *Cash office and delivering money files.
 - *Preparing reports, letters and school documentations.
 - *LTSM documents and file recording information.

- 2022

- **Administrative Assistant and Teacher's Assistant**
Park Ridge Primary School
 - *Provided administrative support.
 - *Capture marks on SA SAMS and capturing of daily learners daily attendance.
 - *Filing electronically and manually.
 - *Manage daily attendance.
 - *Request profile from school.
 - *Print out school report cards.
 - *Filing learner's SBA's.

EDUCATION

2014

- **Jet Nteo Secondary School**
National Senior Certificate

2015-2016

- **PC Training and Business College**
Human Resources Management

2021

- **Flavius Mareka TVET College**
Human Resources Management

SKILLS

- Administrative support
- Communication and interpersonal skills
- Team work/Collaboration
- Customer Services
- Time management skills
- Human Resources management
- Record-keeping and efficient workflow
- Front desk management
- Computer literacy skills (Microsoft office)
- Teaching assistance
- Organisational skills

REFERENCE

- **Motshidisi Ruth - "Maeyane Malebogo Attorneys"**
0658850909
- **Salamina Kgautoane - "Sapphire Secondary School"**
0620907025
- **Dr. Wendy Batterbee - "Park Ridge Primary School"**
0832947731