

SIBANDA PETUNIA KATLEGO

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OBJECTIVE

A motivated and hardworking individual with a strong academic background and a passion for learning. Seeking an entry-level position where I can apply my skills, contribute to the success of the team, and gain valuable work experience.

EXPERIENCE

01/06/2022

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15/12/2022

Volunteer

Zonderwater Management Area

Administrative experience

- Managed incoming calls and transferring calls to relevant departments, responding to emails
- Filling inmates records
- coordinating staff schedules and appointments
- Ensure Facility security
- Participate in emergency response Planning
- Monitoring and ensuring compliance with relevant laws and regulations, maintaining communication channels
- Developing and maintaining a rigid filing system

EDUCATION

2018

Grade 12

Thufane Secondary School

SKILLS

Computer literacy (Ms word, Outlook, Excel and PowerPoint)

Excellent verbal communication and interpersonal skills

Organisational skills

Problem - solving skills

Multitasking

Time management skills

REFERENCE

Mr RO MATJILA - Zonderwater Management Area

Center Coordinator

079 645 8142

SY Maluleke - Thufane Secondary School

High School Principal

079 645 8142