

MATHAPELO QUEEN MATABANE

House No. 10 Vusimuzi Street, Tembisa, 1632 | 066 417 9828 / 073 949 8339 | mathapelomatabane732@gmail.com

OBJECTIVE

Focused, motivated and dedicated professional seeking to build a career in office administration, where I can apply my skills and experience. Hardworking, reliable and goal-oriented, with strong communication and time-management skills and proficiency in Microsoft Office. Eager to grow professionally and contribute positively to an organisation's success.

EXPERIENCE

Office Administrator

City of Tshwane Municipality — Department of Human Settlements

January 2017 – December 2017

- Provided daily administrative and clerical support to the office
- Assisted with the preparation of documents
- Answered telephone enquiries and transferred calls to the relevant extensions
- Captured, typed and responded to emails
- Monitored the daily attendance register
- Filed documents according to departmental procedure
- Operated office equipment, including scanning, faxing and photocopying
- Carried out additional duties as assigned by the supervisor

EDUCATION

End User Computing — Computer Literacy

Kings and Queens FET College | 2016

National Senior Certificate (Grade 12)

Kgaga Tlou Secondary School | 2013

SKILLS

- Document management and filing
- Attention to detail and accuracy
- Time management and self-management
- Teamwork
- Accountability and reliability
- Strong verbal and written communication
- Ambitious and willing to learn

COMPUTER SKILLS

- Microsoft Word, Excel, Access and PowerPoint
- Typing
- Internet and email

PERSONAL DETAILS

Nationality: South African | Gender: Female | Driving Licence: Code 10 (C1)

Willing to relocate: Yes | Availability: Immediate

REFERENCES

Miss Tryphinah Mathabathe

Colleague, City of Tshwane Municipality | 072 605 1337

Ellen Nkosi

Training Manager, Kings and Queens FET College | 071 125 0671

Mr Matlawa

Deputy Principal, Department of Education — Kgaga Tlou Secondary School | 060 577 4526