

Rebotile Malele

Administrator | rebotilemalele6@gmail.com | 073 607 8481 | Johannesburg

PROFESSIONAL SUMMARY

Detail-oriented NQF Level 4 Administrator with strong experience in office administration, data capturing, documentation and compliance. Proficient in MS Office (Excel, Word, Outlook) with proven ability to maintain accurate records, support office operations and ensure compliance with company procedures including POPIA.

WORK EXPERIENCE

Bookkeeping / Administrator - Ubuntu Service, Soweto

Aug 2022 - Apr 2025

- Maintained financial records, income logs and expense schedules using MS Excel (VLOOKUP, Pivot Tables).
- Prepared reports, summary documents and client correspondence using MS Word and Outlook.
- Managed filing system, office documentation and compliance records with high attention to detail.
- Communicated with stakeholders to collect documentation and resolve queries.
- Assisted with office coordination, meeting minutes and general admin support.

Call Centre Agent / Admin Clerk - PG Glass, Sandton

Jan 2021 - Jun 2021

- Answered customer enquiries and maintained clear communication records.
 - Performed accurate data capturing using MS Excel and Word.
 - Compiled call logs and activity reports for management review.
 - Handled customer payments and daily transaction tracking.
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EDUCATION

Higher Certificate - Protea Glen Secondary School | NQF Level 4 | 2019

CORE SKILLS

MS Office (Excel, Word, Outlook) | Data Capturing & Accuracy | Office Administration & Filing | Documentation & Compliance (POPIA) | Communication & Customer Service | Report Preparation | Meeting Minutes | Diary Management | Attention to Detail

REFERENCES

Mamello - Manager - 083 504 5822

Fanaki - Supervisor - 082 814 9149