

Latakomo Johannah Ramaredi

073 811 6777 | latakomojr@gmail.com

Objective

Motivated and detail-oriented professional with a National N Diploma in Financial Management and practical experience in office administration. Currently a third-year student pursuing a degree in Human Resource Management through University of South African. Possess strong organisational, administrative, and financial management skills, with the ability to work effectively in team environments and manage multiple responsibilities. Committed to continuous learning, professional growth and contributing positively to organisational success.

Experience

- Kula Partners Company.** March 2022 - July 2023
Office Administrator.
Gained hands on experience with Microsoft Office and data entry.
Assisted with data entry, filling and maintaining accurate records .
Handle general office duties such as photocopying ,scanning, and email correspondence .
Maintain confidentiality and professionalism in all tasks.
Coordinate communication between departments to ensure smooth operation.
Drafted internal and external emails, ensuring clear and professional communication at all times.
- Western TEVT College** September 2016 - March 2018
Inventory Management Assistant
Assisted in stock counts and monthly inventory audits.
Create and update inventory records daily.
Helped prepare purchase orders.
Maintained a clean and organised stockroom.
Track incoming and outgoing stock using excel.

Education

- University of South African** 2024
Undergraduate Diploma in Human Resource Management
incomplete
- Service SETA** 2024
Basic Computer Technology
Credit 11
- Imsimbi Training** 2023
Call Centre and Customer Service
Credit 3
- Western TVET College** 2018
National N Diploma in Financially Management
- Dinao Senior School** 2012
Grade 12

Skills

- Strong interest in administration and office support
- Intermediate Excel Skills; Proficient data management, using formulas and organise information.
- Adaptability: Willingness to learn new software tools, systems and grow in a professional environment.
- Communication: Clear and effective written and verbal communication.
- Organisational skills: Strong ability to manage time, prioritise tasks and multitasking.
- Basic Computer literacy (Ms Office: Word ,Excel ,Outlook).
- Team collaboration: Able to work well within a team setting to achieve common goals.

Achievements & Awards

- FNB App Academy 2025

Reference

- Available upon request. -