

CURRICULUM VITAE OF OMPHEMETSE MAROKOANE

082 264 4011

omphemetsemarokoane26@gmail.com

Pretoria, South Africa



PROFESSIONAL PROFILE

A dedicated and detail-oriented Administrative Assistant with practical experience gained through voluntary service at A Mashila Incorporated. Completed a BCom Law degree and currently pursuing an LLB degree with a strong foundation in administrative support, communication, and organisational skills. Passionate about contributing to a dynamic team, ensuring efficient office operations and building strong client relationships.



HARD SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Office Administration
- Data Capturing
- Document Management
- Record Keeping
- Email Correspondence
- Diary & Calendar Management
- Meeting Coordination
- Minute Taking
- Legal Research Fundamentals
- Legal Document Drafting
- Filing and Archiving
- Computer Literacy



SOFT SKILLS

- Communication Skills
- Interpersonal Skills
- Teamwork & Collaboration
- Time Management
- Attention to Detail
- Problem Solving
- Professionalism
- Adaptability
- Organisational Skills
- Client Service Orientation
- Initiative & Self-Motivation
- Confidentiality & Integrity
- Critical Thinking
- Work Ethic



PERSONAL DETAILS

Date of Birth : 06 September 2003
Driver's Licence : Code C1 (10)



WORK EXPERIENCE

A MASHILA INCORPORATED

Administrative Assistant (Volunteer)

Feb 2024 – Present

- Manage appointment scheduling and diary coordination.
- Prepare and type meeting minutes, correspondence and legal documents.
- Respond to client emails and enquiries professionally and efficiently.
- Maintain electronic and physical filing systems.
- Assist with general office administration and record management.
- Support client communication and relationship management.
- Coordinate office activities to improve operational efficiency.

Key Achievements

- Improved appointment scheduling and diary management processes.
- Maintained accurate documentation and record-keeping systems.
- Contributed to effective client service and communication.



EDUCATION

BACHELOR OF COMMERCE IN LAW (BCOM LAW)

2023 – 2025

STADIO Higher Education

Completed

BACHELOR OF LAWS (LLB)

2026

STADIO Higher Education

Currently pursuing

END USER COMPUTING CERTIFICATE

2023

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Competencies Acquired:

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Internet and Online Essentials
- Digital Communication

NATIONAL SENIOR CERTIFICATE (GRADE 12)

2021

Tsogo High School



ADDITIONAL INFORMATION

- Strong administrative background with attention to detail and accuracy.
- Good understanding of legal principles and procedures.
- Committed to continuous learning and professional growth.
- Dedicated, reliable and able to work independently or as part of a team.



REFERENCES

Arthur Mashila

Director – A Mashila Incorporated

071 232 7296 (WhatsApp)

073 150 0352 (Voice Call)

Contact details are available upon request.