ELIZABETH KARABELO DIRAME

karabelodirame1@gmail.com | 063 494 3615 | 069 792 7299
Language Proficiency: English,Sesotho
Vereeniging, Gauteng

Professional Summary

Grade 12 holder with N5 in Business Management. Comfortable with Ms Word, Excel, PowerPoint, Teams, Email and Filing. Good at answering calls, helping people at reception, handling paperwork accurately, I bring neat, organised admin work and calm, respectful customer service, so records stay accurate and the office runs smoothly.

Education

Sedibeng TVET College, Vanderbijilpark Campus
Business Management N5 | Year 2022

Poelano Secondary School
Grade 12 | Year 2019

Skills

- Good at filing and keeping documents in order
- Computer literate: MS Word, Excel, Email , and adaptive to other computer systems
- Strong Verbal and Written Communication
- Answering calls and reception help
- Customer Service: Calm and respectful
- Team player and time management

Work Experience

No formal experience yet. Practical training through N5 Business Management in typying, filing, office admin, Communication, and handling records.

Reference

Mr Kennedy Thapelo | 062 991 8027