

PFARELO MANAVHELA

Administrative Assistant

Contact Info

Phone: 0817973080
Email: pmanavhela92@gmail.com
Nationality: South African
Birth Date: 20.04.1992
Gender: Male

Language

English ★★★★★

Zulu ★★★★★

tshivenda ★★★★★

xitsonga ★★★★★

sotho ★★★★★

Professional Summary

Seeking a challenging role where I can contribute to the success of the organization.

Experience

WEREHOUSE CLERK - STEINWEG BRIDGE PORT *Apr 2015 - Sept 2019*

- 1.Shipping & Receiving: Unloading, inspecting, and processing incoming shipments; preparing outgoing orders for shipment. 2.Inventory Control: Updating inventory records, performing stock counts, and ensuring accurate documentation. 3.Documentation: Handling paperwork, including bills of lading, purchase orders, and packing slips. 4.Warehouse Maintenance: Keeping the facility clean, organized, and compliant with safety procedures.

INTERNSHIP ON REGISTRY CLERK - DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM *Feb 2020 - Feb 2022*

- 1.Records Management: Creating, updating, storing, and retrieving files (both electronic and physical) according to established classification systems. 2.Correspondence Handling: Sorting, registering, and distributing incoming mail, and dispatching outgoing mail. 3.Administrative Support: Operating office machines (e.g., franking machines for postage), managing courier services, and tracking files. 4.Data Integrity: Maintaining accurate records, indexing documents, and conducting, archiving, or disposing of records based on retention schedules.

Administrative Assistant - JOHANNESBURG MAGISTRATE COURT *Mar 2023 - Mar 2024*

- 1.File Maintenance: Managing, indexing, and updating case files, dockets, and official records. 2.Scheduling: Maintaining the judge's calendar, managing schedules for trials and hearings. 3.Document Processing: Receiving, date-stamping, and filing court papers, including legal warrants, summons, and subpoenas. 4.Documentation: Recording minutes of proceedings, taking notes, and documenting case dispositions.

call center agent - BVZ ATTORNEY *Feb 2024 - Dec 2024*

- Inbound & Outbound Calling. Identity & Account Verification. Payment Negotiation. System Updating & Record Keeping. Query & Dispute Resolution. Regulatory & Policy Compliance.

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Assert administrator - South African national blood service *Mar 2025 - Continue*

- Ensure that all assets are insured and damages to assets are claimed on time Ensure all assets are recorded and barcoded in the asset register Perform physical asset verification and submit reports. Establish the asset management capability of the organisation Monitor and review the capturing of all physical assets in the physical asset management register and procedures Manage the determination of the asset allocation according to policy and procedure of the organisation Manage capturing of asset information on the inventory list (room list) of the asset holder

Education

OZIAS DAVHANA SECONDARY - GRADE 12 *Jan 2013 - Dec 2013*

- pass my matric with DIPLOMA

MAKWARELA TVET COLLEGE - PUBLIC ADMINISTRATION *Jan 2014 - Jun 2017*

IQ ACADEMY - PROCUMENT MANAGEMENT *Jan 2025 - Dec 2025*

References

climent baloyi - Call center agent *0115045300*

- BVZ ATTORNEY

vuyelwa thayinca - HR business partner *011 761 9076 - Vuyelwa.Tshayinca@sanbs.org.za*

- SANBS

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REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

MANAVHELA

PFARELO

M

RSA

9204205684080

20 APR 1992

RSA

CITIZEN



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FORCE NUMBER 1001660-07 RANK CST

NAME IN PRINT Mahlaule

D.J.F. SUID-AFRIKAANSE POLISIEDIENS

STATION COMMANDER

2025 -08- 07

CLIENT SERVICES CENTER

HILLBROW

SOUTH AFRICAN POLICE SERVICE

Signature

This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997

Date of issue

01 NOV 2025

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REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

PFARELO MANAVHELA

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SIGNATURE

FORCE NUMBER 1001460-00 RANK CST

NAME IN PRINT

Identity number 9204205664088

Subject	%	Achievement level
Tshivenda Home Language	67	5
English First Additional Language	50	4
Mathematical Literacy	43	3
Life Orientation	74	6
Geography	49	3
History	50	4
Life Sciences	32	2

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for c... admission requirements of the higher education institution concerned.

SOUTH AFRICAN POLICE SERVICE
HILLBROW
CLIENT SERVICES CENTER
2026 -08- 07
STATION COMMANDER
SOUTH AFRICAN POLICE SERVICE
140 5807 9656 T

With effect from December 2013

M. S. RAKOMETSI

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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Council for Quality Assurance in General and Further Education and Training South Africa

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(See reverse for more information)

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DEPARTMENT: HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL N DIPLOMA

PUBLIC MANAGEMENT

AWARDED TO

MANAVHELA PFARELO

IDENTITY NUMBER

9204205664088

WITH EFFECT FROM

2016/12/01

MINIMUM TRAINING PERIOD: 3 YEARS

* *INDICATES DISTINCTION*

COMPUTER PRACTICE	N4		
ECONOMICS	N4	N5	
ENTREPRENEURSHIP AND BUSINESS MANAGEMENT	N4		
MANAGEMENT COMMUNICATION	N4		
MUNICTPAL ADMINISTRATION	N5	N6	
PUBLIC ADMINISTRATION	N4	N5	N6
PUBLIC FINANCE	N5	N6	
PUBLIC LAW	N6		
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FORCE NUMBER 100490-0 RANK CST
NAME IN PRINT

SUID-AFRIKAANSE POLISIEDIENS
STATION COMMANDER
2026 -08- 07
CLIENT SERVICES CENTER
HILLBROW
SOUTH AFRICAN POLICE SERVICE

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training under delegated authority from the Quality Council for Trade and Occupations

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