NOMPUMELELO PHAKEDI

Westonaria, Gauteng, South Africa | 083 741 2715 | phakedimpumi@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented graduate with a BA in Law and Psychology and a Higher Certificate (cum laude) in Advertising and Integrated Communications Practice. Hands-on experience in document verification, records administration, statement and affidavit drafting, and compliance-focused office support. Strong organizational, communication, and time-management skills, with a keen eye for accuracy and confidentiality. Seeking to bring proven administrative capability to a role spanning legal compliance, corporate communications, or human resources.

CORE SKILLS

Document Verification & Certification • Records & Data Management • Statement & Affidavit Drafting • Confidentiality & Compliance • Scheduling & Time Management • Stakeholder & Client Communication • Report & Correspondence Writing • MS Office (Word, Excel, Outlook) • Attention to Detail • Professionalism Under Pressure

EXPERIENCE

Administrative Volunteer | South African Police Service (SAPS), Klerksdorp *Jul 2019 – Nov 2019*

- Verified and certified official documents in line with departmental procedures, ensuring accuracy and integrity of records.
- Compiled formal written statements from public complaints and inquiries, maintaining organized, accurate documentation.
- Drafted affidavits and supporting legal paperwork under supervision, strengthening procedural and administrative accuracy.
- Supported day-to-day station operations, including maintaining an organized and professional office environment.
- Assisted detectives with case-related fieldwork, gaining practical exposure to documentation and investigative record-keeping.

Informal Tutor (Self-Employed) | Klerksdorp, South Africa *May 2020 – Nov 2021*

- Scheduled and organized tutoring sessions for multiple students (Grades 10–12), managing time and planning efficiently.
- Maintained confidentiality and professionalism while handling sensitive student records and family communications.
- Tracked individual student progress and adjusted session plans accordingly, contributing to measurable academic improvement.
- Built leadership and organizational skills by independently planning, structuring, and delivering learning sessions.

EDUCATION

BA in Law with Psychology *April 2026*
North-West University, Potchefstroom Campus | GPA: 62.55

Higher Certificate in Advertising and Integrated Communication Practice *May 2020*
Boston Media House, Klerksdorp Campus | Cum Laude

REFERENCES

Available upon request.