MAPULA MAGDELEN RAMALEPE

CURRICULUM VITAE

Self-motivated and dedicated applicant seeking to gain practical experience and broaden industry knowledge. Eager to develop professional skills, contribute effectively to team objectives, and add value to organizational goals.

CONTACT DETAILS

PHONE
066 543 6670

EMAIL
ramalepemapula7@gmail.com

ADDRESS
25 Disa Complexes, Olievenhoutbosch

PERSONAL DETAILS

DATE OF BIRTH
2004/07/20

IDENTITY NUMBER
0407200678081

GENDER
Female

NATIONALITY
South African

MARITAL STATUS
Single

HOME LANGUAGE
Sepedi

DRIVER'S LICENSE
Code 10 (C1)

CRIMINAL RECORD
None

LANGUAGES

- **Sepedi** — Native
- **English** — 94%
- **IsiZulu** — 88%
- **Xitsonga** — 86%
- **Sesotho** — 84%

WORK & PRACTICAL EXPERIENCE

Personal Assistant — 2025

Iris Graphics

- Handled incoming phone calls, email correspondence, and client inquiries professionally.
- Organized and maintained electronic filing systems and office documentation.
- Welcomed visitors and coordinated meeting room preparation.
- Assisted with general administrative support and daily office management.

> **Reference:** Iris Graphics — 064 142 8551

Job Shadowing

BDO

- Observed daily operations, administrative procedures, and professional workflow within an accounting and auditing environment.

EDUCATION

National Senior Certificate (Grade 12) — 2022

Realedisha Secondary School

Subjects Passed:

- English First Additional Language, Sepedi Home Language
- Mathematics, Physical Science, Life Sciences
- Geography, Life Orientation

KEY SKILLS

- Professional Attitude & Appearance
- Excellent Organizational Skills
- Customer Care & Communication
- Teamwork & Independent Problem-Solving
- Multitasking & Time Management
- Basic Computer Literacy (MS Office Suite)