Welhemina Moema

Office Administrator
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Proffesional Summary

Management Services graduate with experience in office administration and organisational support. I have worked in an administrative environment where I handled communication, scheduling, document management, and recruitment support. I am organised, dependable, and able to work well in fast-paced team environments

Personal Details

- Nationality : South African
- Gender : Female

Skills

- Good verbal and written communication skills
- Microsoft Office (Word, Excel, Outlook,sharepoint)
- Attention to detail and accuracy
- Record keeping and document management

Languages

- English
- Setswana

Experience

- **Youth Employment Services NPC** March 2024 - February 2025
  Administration intern
  -Assisted with the recruitment and onboarding of Youth participants and training providers for YES programmes.
  -Prepared, printed, and scanned recruitment documents for onboarding processes.
  -Collected and maintained weekly attendance registers for programme participants.
  -Responded to emails and communicated with internal stakeholders regarding programme updates and administrative matters.
  - Scheduled and attended weekly meetings, taking minutes and ensuring follow-up on action items.

Education

- **University of Johannesburg** 2021-2024
  Diploma in Management Services
  NQF 6

- **Mabothe Secondary School** 2017-2019
  National senior Certificate (Matric)
  NQF 4

Achievements & Awards

- Certification of completion for the Youth Employment Service (YES) 12-months quality work experience.

Reference

- **Dr Takalani Tshabalala - "University of Johannesburg "**
  Lecturer
  tshabalalat@uj.ac.za
  0115591606

- **Bongani Ncube - "Youth Employment Services NPC"**
  Hub Programmes Specialist
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