

MAPULE GETRUDE RAMAFEMO

2511 Tshepisoong phase 4, ROODEPOORT, 1724 | 068 111 9988/ (076) 861-9736 | getrudemapule96@gmail.com |

Profile

Highly organized and committed professionals with proven experience in reception administration and accounting support. Skilled in communication, document management and multitasking within a fast-paced environment. Demonstrates reliability, teamwork, and proactive attitude toward achieving organizational goals.

Experience

ACCOUNTS ASSISTANT | REPLACEMENT PARTS | MARCH 2025 – PRESENT

- General administration.
- Debtor & Creditors
- Quotations
- Petty cash
- Printing & Photocopying
- Data capturing.

ADMINISTRATIVE ASSISTANT | SLS ENGINEERING SOLUTIONS | APRIL 2024 – OCT 2024

- Front desk duties (welcoming of guest, answering of reception telephone).
- Procurement of goods & services (monthly office supplies order).
- General administration.
- Calander management.
- Tender sourcing and tender admin.
- Maintain & troubleshoot office technology i.e. printer, telephone, projector.
- Typing, filling, writing minutes and facilitation of document transfers project admin.

Reason for leaving: Contract ended

ADMINISTRATION | COPESSA | APRIL 2022 – SEPTEMBER 2023

- Answer and direct telephone calls.
- Welcome and greeting clients.
- General administrative duties such as data capture, filing, typing, copying, binding, scanning, etc.
- Report writing and taking accurate minutes of the meeting.
- Handle sensitive information in a confidential manner
- Organize and schedule appointments and meetings.
- Create accurate spreadsheets.
- Compile monthly report.
- Order office supplies.

Reason for leaving: Contract ended.

Education

BA (MAJORITY PSYCHOLOGY & SOCIOLOGY) | OCTOBER 2024 | UNIVERSITY OF SOUTH AFRICA | PRETORIA | SOUTH AFRICA

NATIONAL DIPLOMA IN BUSINESS MANAGEMENT | JUNE 2023 | WESTERN TVET COLLEGE, KRUGERSDOP, GAUTENG, SOUTH AFRICA

HIGHER CERTIFICATE IN ARCHIVES AND RECORD MANAGEMENT | MAY 2021 | UNIVERSITY OF SOUTH AFRICA, PRETORIA, SOUTH AFRICA

Skills & Abilities

- Administrative skills
- Organizing
- Excellent interpersonal and communication skills
- Calendar management
- Poised under pressure
- Data entry and filing
- Phone etiquette
- Attention to detail
- Printers, scanners & faxes
- Time Management

References

- Tiisetso Monare | SLS Engineering Solutions | 0732240522 | tiisetsom@slseng.co.za
- Kelebogile Nasie Lechela | COPESSA | 0733692387 | info@copessa.co.za