

BONGANI ERIC MOKHARI

426 King Sabata Ave, Mathole, Roodepoort, 1724, Johannesburg
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bonganimokhari@icloud.com

PROFESSIONAL PROFILE

Highly organized and detail-oriented Administrative Professional with strong communication, financial, and data management skills. Experienced in legal administration, customer service, and office coordination, with proven ability to work under pressure in fast-paced environments. Proactive, professional, and adaptable, with excellent telephone etiquette, advanced Microsoft Excel proficiency, and a commitment to maintaining smooth office operations.

KEY SKILLS & COMPETENCIES

- Advanced computer literacy: Microsoft Excel, Word, Outlook, Fleetactiv (familiarity beneficial)
- Strong financial and administrative background (record management, data entry, invoicing support)
- Excellent telephone etiquette and professional communication (verbal & written)
- Document typing, compiling, amending, and filing
- Scheduling, planning, and office coordination
- Ability to work well under pressure and meet deadlines
- Multilingual: Fluent in English & Afrikaans; proficient in isiZulu, Setswana, and Sepedi

CAREER SUMMARY

Volunteer Administrative Assistant – BH Taula Attorneys

Roodepoort, Johannesburg | Jan 2022 – Dec 2023

- Volunteered for one year, assisting with legal documentation, drafting, and case file management with accuracy and confidentiality.
- Provided frontline client service: managed incoming calls, scheduled consultations, and supported attorneys with client communication.
- Conducted data entry, updated client files, and ensured meticulous record-keeping.
- Supported estate, civil, and RAF matters, including document collection and court appearances.
- Coordinated with clients and external stakeholders to ensure timely submission of documents.

First Aid Training & Support – South African First Aid (Hoërskool Roodepoort)

- Certified in First Aid Level 1 & 2: CPR, Heimlich, burn treatment, splinting, bleeding control, and concussion management.
- Assisted in training sessions and maintained accurate training records.

EDUCATION & QUALIFICATIONS

Matric Certificate – High School Roodepoort (2019)

First Aid Level 1 & 2 – South African First Aid League

Junior RCL (2015–2017) | Revue Dance Group (2017) | Soccer & Hockey (2014–2016)

STRENGTHS

- Professional telephone and office etiquette
- Strong time management and multitasking ability
- Financial and administrative competence
- Teamwork & interpersonal skills
- Ability to adapt quickly in high-pressure environments

REFERENCES

BH Taula Attorneys – 28 Rex Street, Roodepoort | (011) 760 6674 | bhtaulaattorneys@yahoo.com
Mrs. Billy Palk – Chief of Training, First Aid League, Centurion | (012) 644 0918

Additional references available on request