

MPHO MUKWEVHO

Century Blvd, Riversands, Johannesburg. Gauteng 1684 | 076 2838550 | mmpho.swc@gmail.com

SUMMARY

Dedicated and detail-oriented administrative professional with experience in providing exceptional support in fast-paced environments. Skilled in office management, customer service, and administrative tasks, with expertise in (software/tools MS Office, Google Suite). Proven ability to multitask, prioritize, and maintain confidentiality. Strong communicator with excellent interpersonal skills, driving efficiency and productivity in administrative roles

EXPERIENCE

Bookkeeper

MA Business Accountants 08 May 2024 - 31 MAY 2025

Managed financial records and transactions, ensuring accuracy in bookkeeping and timely reporting.

Processed tax submissions through SARS e-Filing, maintaining compliance with South African tax regulations.

Utilized Microsoft Excel to track financial data, perform reconciliations, and create reports for budgeting and financial analysis.

Created and formatted business documents using Microsoft Word, including financial statements and correspondence.

Compiled and reviewed financial statements using Draftworx software, ensuring precise and compliant reporting for clients.

LEGAL ADMINISTRATION

RADASI SEKGATJA INCORPORATED ATTORNEYS 1 JUNE 2025- 31 August 2025

- Conduct legal research and draft opinions
- Assist in drafting legal documents
- Attend clients consultations as per supervisor invitation
- Perform administrative task relating to legal work
- Manage case files and ensure all information is captured professionally and correctly
- Serve and file documents in court
- Draft a tender documents
- Assisted in the preparation, submission, and tracking of tender documents in line with deadlines.
- Coordinated tender documentation, ensuring accuracy, completeness, and compliance with requirements.
- Managed correspondence related to tenders, including clarification and updates.
- Ensured confidentiality and proper handling of sensitive commercial information.

SKILLS

- Communication Skills: Clear and effective communication, both written and verbal. Proficient in using communication tools such as email and phone. Strong organizational skills to keep track of bookings and schedules.





- Attention to detail: Accurate data entry skills to avoid errors in reservations. Attention to detail in handling end-user preferences and special requests.
- Flexibility: Willingness to work flexible hours, including weekends and holidays if required. Adaptability to changes in reservations schedules and clients requirements.
- Time management: Efficiently manage check- ins and check out processes to minimize wait times for clients. Prioritize tasks to ensure timely response to inquiries and reservations

EDUCATION

2018-MATRIC

KHWEVHA COMMERCIAL SCHOOL,SHAYANDIMA LIMPOPO(SOUTH AFRICA)

LANGUAGES

English:	C2		
			
Proficient		Intermediate	
Tshivenda:	C2	Sepedi:	C1
			
Proficient		Advanced	

REFERENCES

FULL NAME	AUBREY NKUNA
COMPANY	MA BUSINESS ACCOUNTANTS
DESIGNATION	MANAGER
MOBILE NUMBER	060 728 4215
FULL NAME	MAKAU WILLIAM SEKGATJA
COMPANY	RADASI SEKGATJA INC ATTORNEY
DESIGNATION	MANAGING DIRECTOR
MOBILE NUMBER	082 877 4327