

RIXONGILE MAKAMU

068 313 7425 | riixongile0220@gmail.com

LLB graduate from the University of South Africa with strong academic and organisational skills, seeking entry-level administrative or support roles. Possesses excellent research, analytical, and communication abilities developed through academic projects and practical experiences. Highly organised, detail-oriented, and eager to contribute effectively to a dynamic team while gaining professional experience in administrative, office, or support functions.

EXPERIENCE

OFFICE ASSISTANT

AHI TIRHENI GROUP | Polokwane

2022 - 2024

- Coordinated daily administrative tasks, including scheduling appointments, email correspondence, and ensuring efficient office operations.
 - Collaborated with team members to accomplish tasks, meet deadlines, and enhance overall productivity.
 - Compiled reports and documentation with attention to detail and accuracy, in line with organisational standards.
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EDUCATION

BACHELOR OF LAWS

University of South Africa

2020 - 2024

PLT

IPCE Law School

2025

NATIONAL SENIOR CERTIFICATE (GRADE 12)

Falcon Education Centre

Subjects: English Home Language, Afrikaans First Additional Language, Economics, Maths Literacy, Life Sciences, Geography, Life Orientation

KEY SKILLS & COMPETENCIES

- Microsoft Office
 - Report Compiling
 - Organisational Skills
 - Attention to detail
 - Exceptional communication
 - Cross-Cultural Competence
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REFERENCE

Mr HTJ Rivisi - Ahi Tirheni Group

Director

071 267 9963

Ahitirhenigroup8@gmail.com

Miss Basambilu Vukeya – Ahi Tirheni Group

Supervisor

072 055 9506