

SUMMARY

Group Company Intern with over 8 months of experience effectively managing and coordinating executive needs, optimizing workflow, and enhancing organizational efficiency. Proven ability to handle high-pressure situations while maintaining confidentiality and professionalism. Recognized for streamlining processes, proficient work, and fostering cross-functional collaboration. 3 years experience as an Administrative Assistant within the NGO sector, providing nutritional, educational and social services assistance to the surrounding communities in Kagiso. Assisting in facilitating smooth administrative processes.

EXPERIENCE

Group Company Secretary Intern 05/2025 - Present
Agricultural Research Council

- Type governance documents and produce quality documents. Aligning docs in terms of formatting, numbering and reviewing grammatical errors.
- Able to schedule Committee meetings and Company Secretarial Departmental meetings and familiarize oneself with the Microsoft calendar and its functionalities.
- Uploading meeting pack documents on the board pack software/Convene and distribute to the relevant meeting participants. Each meeting contains a meeting pack which must be consolidated and shared prior to the meeting.
- Meeting Attendance & Recording the session. To be able to understand what happens during the proceedings and how they are recorded.
- Able to understand the filing system within the division and file documents appropriately in line with the filing system. (Sharedrive & Manual filing).
- Document editing and able to draft various work documents within the GCoSec division (Agenda, Notices, Memo, letters).
- Understanding the Composition of the Council & its Committees and understanding the reason for their establishment.

Administrative Assistant 09/2022 - 01/2025
Bakone Community Home Base Care

- Provided administrative support to the organization by managing schedules, coordinating meetings, and handling correspondence between the organization and stakeholders.
- maintained and organized electronic and physical files of the 300 beneficiaries and their families, ensuring easy accessibility and confidentiality.
- Assisted in preparation of reports, presentations, and documents for internal and external stakeholders that assisted the organizations financial needs.
- Managed office supplies inventory and procurement, optimizing cost-effectiveness for the organization.
- Responded to inquiries from beneficiaries, vendors and stakeholders in a timely and professional manner.

EDUCATION

Humanities 2018
University of Johannesburg, Johannesburg - Bachelor of Arts

SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)	Intermediate	Problem-Solving	Intermediate
		Calendar Management	Intermediate
Verbal and Written Communication	Advanced	Data Management	Intermediate
Interpersonal Skills	Intermediate	Report Preparation	Intermediate
		Office Management	Intermediate

LANGUAGES

English	Fluent	Setswana	Native
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