

Suzan Morena

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Objective

I am a motivated and detail-oriented administrative professional with hands-on experience as a Receptionist, Administrative Officer, and Executive Assistant. I bring strong organizational skills, excellent communication abilities, and a proactive attitude to support teams and ensure smooth office operations. My experience spans front desk management, calendar coordination, document handling, and providing high-level support to executives. I thrive in fast-paced environments and am committed to delivering exceptional administrative support with professionalism and efficiency.

Education

Nkangala Tvet College

Business Management N4-N5

See attached statement of results

July 2021- June 2022

Tshwane University of Technology

National Diploma in Office Management and Technology

See attached statement of results

Feb 2018-Apr 2021

Mohlarekoma Secondary School

Matric

See attached statement of results

Jan 2012-Dec 2016

Experience

FirstPlace Assurance & Advisory

Reception, Office Admin & Support (Intern)

Feb 2025 - Present

- Manages monthly billing and invoicing processes, ensuring accuracy and timely submission.
- Monitors and followed up on outstanding debtors to support effective credit control.
- Maintains kitchen supplies, ensuring availability of coffee, tea, milk, and other essentials.
- Performs expense vouching with proper documentation and adherence to company policies.
- Prepares and issues audit quotations; coordinated follow-ups with clients and auditors.
- Provides professional front-desk reception services, welcoming guests and handling incoming calls.
- Oversees office supply inventory and placed orders to ensure uninterrupted operations.
- Supports daily administrative functions including filing, scanning, and data entry.
- Coordinates meeting logistics, including room bookings, refreshments, and equipment setup.
- Assists in organizing company events, staff meetings, and internal communications.

Department of Economic Development, Environment and Tourism

Admin Officer/Executive Assistant (Intern)

July 2022 - June 2024 (Contract ended)

- Assisted with scheduling meetings and appointments.
- Managed incoming communication (emails, phone calls) professionally.
- Prepared, proofread, and edited internal/external communications.
- Supported daily office operations (ordering supplies, organizing workspace).
- Coordinated travel arrangements (flights, accommodations).
- Helped plan and organize meetings and conferences.
- Managed filing systems (digital and physical) for easy access.
- Provided general administrative support to team members.

- Assisted with shelving, organizing, and cataloging library materials.
- Helped patrons locate books, articles and other resources.
- Managed the check-out and return of library items.
- Provided support at the circulation desk, answering basic inquiries.
- Helped maintain a quiet and orderly environment within the library.
- Performed routine inventory checks of library materials.
- Assisted in maintaining a clean and organized library environment.
- Provided basic technical support for library computers and equipment.

Skills

Communication Skills: Verbal and Written

Interpersonal Skills: Customer Service Orientation and Team Collaboration

Organizational Skills: Time Management and Multitasking

Problem-Solving Abilities: Adaptability and Initiative

Attention to Detail: Accuracy and Confidentiality

Administrative Competence: Scheduling and Resource Management

Microsoft Package Proficiency (Word, Excel & PowerPoint)

Tools (Outlook and Google Workspace)

Xero Accounting Software

Telephone Etiquette

Reference

Ms. Tshitshavha Ramagoma

Supervisor (Audit, Tax, Accounting & Advisory Services)
supervisor@firstplace.co.za

FirstPlace Assurance & Advisory
0636830122

Ms. Martha Matlou

Admin Officer
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Department of Economic Development, Environment and Tourism
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Ms. Jacom Cathro

Librarian
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