

MAKHUVHA RINAE

Data Capturer | Administrative Assistant | Receptionist

Contact

Phone: 067 407 2393 / 082 861 2874

Email: makhuvharinae@gmail.com

Address: 395, Trouw street Pretoria 0002, South Africa

Professional Summary

Motivated and detail-oriented administrative professional with a Diploma in Business Administration (specializing in Supply Chain Management). Proven experience in data capturing, office administration, and customer service. Adept at managing records, coordinating meetings, and supporting daily office operations with efficiency and professionalism.

Core Competencies

- Data Entry & Document Management
- Office Administration
- Reception Duties & Call Handling
- Scheduling & Diary Management
- Microsoft Office Suite & Digital Tools
- Team Collaboration & Time Management
- Supply Chain Fundamentals
- Logistics & Inventory Basics

Professional Experience

Data Capturer / Administrator

GDE Tshwane West District

Jul 2022 - Jun 2023

- Captured and processed data accurately into systems
- Typed and prepared weekly and monthly reports

- Managed filing systems (physical and digital)

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- Controlled inventory of office supplies
- Handled telephone/email queries and greeted visitors
- Scheduled meetings, managed diaries, and arranged travel

Administrative Assistant

Mammburu Attorneys

Mar 2019 - Jun 2022

- Maintained attorney schedules and calendars
- Communicated with clients via email and calls
- Organized legal files and prepared legal documents
- Conducted research and provided general admin support

Administrator

Builder Ware-House

Jan 2019 - Feb 2022

- Assisted customers and handled in-store queries
- Entered and tracked customer orders
- Scheduled fitters and surveyors' appointments

Education

Diploma in Business Administration (Supply Chain Management) Richfield Institute of Technology, 2019

Higher National Certificate in Supply Chain and Logistics Management
Oxbridge Academy, 2023

Matric (Grade 12)

MAKHUVHA RINAE

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Languages

- English
- Tshivenda
- IsiZulu
- Sepedi
- Tsonga

References

MG Gaobepe

Deputy Director - Curriculum

Phone: 012 725 1207 / 071 570 3232

Mammburu N.W

Mammburu Attorneys

Phone: 079 255 4186 / 072 738 5886

Victor Gaonangalaa

Personal Assistant - GPEDU

Phone: 082 523 0585 / 012 725 3555



Main Campus
292 Anton Lembede Street
Durban, 4001, South Africa
Private Bag X23
Umhlanga Rocks, 4320



RICHFIELD

GRADUATE INSTITUTE OF TECHNOLOGY



We Certify that

RINAE MAKHUVHA
(IDENTITY NO : 970819-0486-083)

has complied with the requirements for the
DIPLOMA IN BUSINESS ADMINISTRATION
(WITH ELECTIVE IN SUPPLY CHAIN MANAGEMENT)
(SAQA ID: 88897: NQF 6 : 370 CREDITS : 3 Years)

during the 2019 academic year

Richfield Graduate Institute of Technology (Pty) Ltd is registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No.2000/HE07/008. In addition, its qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework by the South African Qualifications Authority. The Institution is also a portfolio company of Investec Asset Management.

Student Reference: **HA/02/03/117607/112** Place of Issue: **DURBAN**

Campus: **Polokwane**

Date of Issue: **14th September 2021**

Handwritten signature and stamp: **81915319 Maphangwana Sga**

Handwritten signature

Dean of Faculty

Handwritten signature

Chief Academic Officer



OXBRIDGE ACADEMY



This is to certify that

RINAE MAKHUVHA

ID NO: 9708190486083

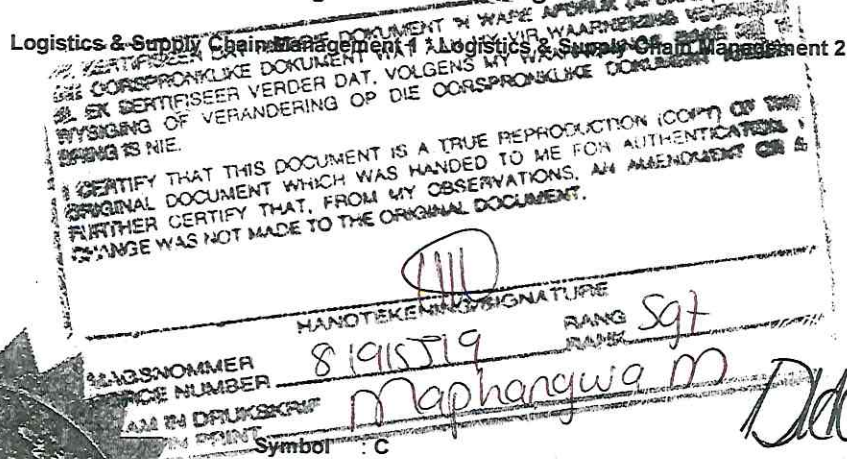
has successfully completed the

Short Course Certificate:

Logistics & Supply Chain Management

consisting of the following modules

Logistics & Supply Chain Management 1 & Logistics & Supply Chain Management 2



Number : 22103595/CC052164
Awarded : March 2023

HEAD OF ACADEMICS
Oxbridge Academy

Oxbridge Academy ✓
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REPUBLIC OF SOUTH AFRICA

SOUTH AFRICAN POLICE SERVICE
STATION COMMUNITY SERVICE CENTRE
2025-06-21
THOHOYANDOU POLICE STATION
LIMPOPO PROVINCE
SUID-AFRIKAANSE POLISIEDIENS

National Senior Certificate

Awarded to

RINAE MAKHUVHA

Identity number 9708190486083

Exam number 7163551450074

Subject

Tshivenda Home Language
 English First Additional Language
 Mathematical Literacy
 Life Orientation
 Geography
 History

%
68
61
42
58
43
47

Achievement

level
5
5
3
4
3
3
*

This candidate is awarded the National Senior Certificate and is not the minimum requirements for admission to diploma or higher certificate studies as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

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M. S. LAKONETS
Chief Executive Officer

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Council for Quality Assurance in
General and Further Education and Training
South Africa

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(See reverse for more information)

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **MAKHUVHA**
Names: **RINAE**
Sex: **F**
Nationality: **RSA**
Identity Number: **9708190486083**
Date of Birth: **19 AUG 1997**
Country of Birth: **RSA**
Status: **CITIZEN**



Signature: *Mkhvha*

SOUTH AFRICAN POLICE SERVICE
STATION COMMUNITY SERVICE CENTRE
2025-06-21
THOHOYANDOU POLICE STATION
LIMPOPO PROVINCE
SUID-AFRIKAANSE POLISIEDIENS

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Maphangwa Sgt
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