

Gabaiphiwe Modibela

📍 Rustenburg, North West
☎ 079 766 5896
✉ gabaiphiwemodibela@gmail.com
🚗 Driver's Licence: C1

PROFESSIONAL PROFILE

Highly organised and results-driven Office Administrator / Admin Clerk with 9+ years of progressive administrative experience within a high-pressure legal environment. Proven ability to manage complex office operations, legal documentation, client relations, financial administration, and staff supervision with accuracy and professionalism. Known for reliability, discretion, strong communication skills, and the ability to keep offices running efficiently. Ready to add immediate value to a dynamic organisation.

KEY ADMINISTRATIVE STRENGTHS

- Office Administration & Records Management
- Clerical Support & Workflow Coordination
- Legal & Confidential Documentation Handling
- Client Service & Front-Office Management
- Data Capturing & Database Management
- Scheduling, Correspondence & Filing Systems
- Financial Administration & Invoicing
- Staff supervision & Performance Monitoring
- Problem-Solving Under Pressure
- MS Office (Word, Excel, PowerPoint, Office 365)

PROFESSIONAL EXPERIENCE

Sheriff for the Magistrates Court – Rustenburg **Office Administrator | May 2022 – July 2025**

- Managed end-to-end office administration in a legally regulated environment
- Handled all correspondence, complaints and client enquiries professionally
- Maintained and updated employee files, contracts and confidential records
- Coordinated and processed CCMA matters, including documentation and follow-ups
- Prepared warrants, notices of sale for movable property, evictions, removals of movable property and interpleader processes
- Captured court processes accurately on the Sheriff SQL system
- Supervised administrative staff and monitored performance standards
- Managed daily expense tracking and operational cost records
- Prepared and issued quotations for evictions and removals
- Liaised with attorneys, clients and stakeholders telephonically and in person

Key Impact:

- Ensured full compliance with legal and administrative procedures
- Improved document accuracy and filing efficiency
- Maintained smooth office operations under tight deadlines

Creditor Controller (Promoted) | January 2020 – April 2022

- Opened and maintained client and attorney accounts
- Managed debt collection, billing, queries and account reconciliations
- Issued invoices, financial statements and CCMA cost calculations
- Controlled petty cash and daily financial transactions
- Provided professional financial support to internal and external clients

Key Impact:

- Strengthened cash-flow management
- Reduced outstanding account queries through accurate billing

Receptionist (Promoted) | May 2016 – December 2019

- Delivered professional front-desk and customer service support
- Managed high-volume calls, emails and correspondence
- Scheduled meetings and coordinated internal communication
- Maintained accurate filing systems and office records
- Provided reliable administrative support to management and staff

Key Impact:

- Created a professional first impression for the organisation
- Supported smooth daily office operations

EDUCATION & TRAINING

- Higher Certificate in Business Management (NQF Level 5)
- Legal Bookkeeping for Sheriffs
- Sheriff Introductory Course
- National Senior Certificate (Matric)

LANGUAGES

- English – Fluent
- Setswana – Fluent
- Afrikaans – Basic (actively improving)

REFERENCES

- **Ms. Lesley Perekal**
Head of Accounts – 064 013 2335/083 651 9775
- **Mrs. Kgalalelo Mutasa**
HR Assistant – 079 726 0898
- **Orapeleng Tau**
Colleague – 065 938 3428



REPUBLIC OF SOUTH AFRICA

Replacement National Senior Certificate

Issued to
GABAIPHIWE MAHUMA
 2026-01-26
 SOUTH AFRICAN REPUBLIC
 REPUBLIC OF SOUTH AFRICA

Handwritten signatures and stamps, including a date stamp: 2026-01-26

Identity number 9206010714081

Subject	%	Achievement level
English Home Language	48	3
Afrikaans First Additional Language	35	2
Mathematical Literacy	52	4
Life Orientation	62	5
Business Studies	36	2
Economics	51	4
*****		***

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2010

M. S. LAKOMETS
 Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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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)



DEPARTMENT: HIGHER EDUCATION AND TRAINING
 REPUBLIC OF SOUTH AFRICA
CERTIFICATE OF ACHIEVEMENT
N6

BUSINESS MANAGEMENT
 AWARDED TO
 MAHUMA GABAIPHIWE
 IDENTITY NUMBER
 9206010714081
 WITH EFFECT FROM
 2014-07-01

INSTRUCTIONAL OFFERINGS PASSED
 * INDICATES DISTINCTION

- ENTREPRENEURSHIP AND BUSINESS MANAGEMENT N6
 - SALES MANAGEMENT N6
 - PERSONNEL MANAGEMENT N4
 - COMPUTER PRACTICE N6
- *****

EK SERTIFISEER DAT DIE OORSPRONKELIKE DOKUMENT NIE AAN BRUK (AFSKRIF) IS VAN DIE OORSPRONKELIKE DOKUMENT WAT AAN MY VIR VERBODING VOORGELE IS. EK SERTIFISEER VERDER DAT, VOLGENS WAT WETGEGEWINGS, DAAR NIE 'N WYSGING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE-
 I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS PRESENTED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

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 FORCE NUMBER: 9206010714081 RANK: 19
 NAAM IN DRUK: MAHUMA GABAIPHIWE
 NAME IN PRINT: MAHUMA GABAIPHIWE

TITELLO YA (MPODISI) A AFRIKA BCRVA
 SUPPLY CHAIN MANAGEMENT
 2026 -01- 26
 BOTIKONG SAPS
 SUID AFRIKAANSE POLISIEDIENS
 SOUTH AFRICAN POLICE SERVICE

Examination Officer

Director-General

Issued by the Director-General of the Department of Higher Education and Training
 under delegated authority from the Quality Council for Trade and Occupations
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SERIAL NUMBER **H 10337374**

