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# Kelebogile Michelle Seakgoe

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Joshco Tshedzani flats phase 4 Lambert and Nefdt Street . Roodepoort 1724  
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## OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

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## EXPERIENCE

3 May 2021 - 30 April 2022

- **Administrative Assistant Intern**  
Department of Education JN D10  
Administrative duties within the Asset Management department, barcoding, handing out pass outs for laptops leaving the building.  
Stock counts of assets within the building.

Administrative duties within the Curriculum department, Customer Service, making copies, typing of documents, data capturing, file organizing

1 September 2016 - April 2021

- **HOD Administrative Assistant**  
La Rochelle Primary School  
Assist the HOD with any administrative duties, SAMS, minute taking, making copies, general administrative work

May 2022 - June 2025

- **Private Invigilator and Administrative Assistant**  
Department of Education  
Invigilating candidates who are writing Grade 12 examinations, helping the Chief Invigilator with the smooth running of examinations.  
Working as a team with other Invigilators. Administrative duties of Invigilation.

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## EDUCATION

2008

- **Bedfordview High School**

Grade 12

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## SKILLS

- Computer Skills
- Customer service
- Critical thinker
- Analytical skills
- Time Management skills
- Problem Solving skills

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## LANGUAGES

- English
- SeTswana
- IsiZulu
- Southern Sotho
- Northern Sotho
- Afrikaans

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## REFERENCE

- **Evelyn Mokono - Department of Education D10**  
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- **Mmakhotso Lekamola - Department of Education**  
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## DRIVERS LICENSE

- Code C1