

Khanyisa Mondy Mabunda

Office Administrator

mondymabunda@gmail.com

068 510 6543

Johannesburg, Gauteng

SUMMARY

Detail-oriented Administrator with a Diploma in Business Administration and extensive experience in HR and office support. Expert at managing databases, filing systems, and high-volume scheduling while ensuring seamless operational flow. Committed to leveraging technical skills to support team productivity.

PROFESSIONAL EXPERIENCE

Flexi Sales Consultant

Mar 2025 - Dec 2025

Truworths, Johannesburg South Gauteng

Responsibilities:

- Sales and customer service.
- Operational support.
- Merchandising.
- Stock management.

HR Admin Assistant

Jun 2022 - May 2024

Fullserve Financial Services, Parktown Gauteng

Responsibilities:

- Maintained digital and physical personnel records.
- Generated HR data reports and presentations.
- Organized employee filing systems for accuracy.
- Assisted with hiring, contracts and onboarding.
- Managed the recruitment cycle and interview scheduling.

Education assistant

Dec 2020 - Apr 2021

Gija Ngove Senior Secondary School, Giyani Limpopo

Responsibilities:

- Managed classroom operations and teacher paperwork.
- Distributed textbooks and learning materials.
- Supervised students during examinations.
- Created student progress reports.

Office Administrator Intern

Mar 2019 - Feb 2020

Dorca Paints, Durban KwaZulu-Natal

Responsibilities:

- Updated customer databases and request logs.
- Coordinated business events and team tasks.
- Conducted market research for competitive strategy.
- Boosted office productivity by 40% through support management.
- Resolved customer inquiries and order tracking.

EDUCATION

Durban University of Technology

Feb 2016 - Nov 2018

Diploma in Business Administration

- Relevant Coursework: Financial Management, Administrative management, Organizational Management.

Gija Ngove Senior Secondary School

Jan 2015 - Dec 2015

Grade 12

Delight Computer Training

Aug 2014 - Nov 2014

Advanced End User NQF Level 3 (Computer Certificate)

SKILLS

- Communication skills
- Attention to detail
- Teamwork and collaboration
- Microsoft Office Suite
- Citrix workspace and OPS systems
- Basic financial literacy

LANGUAGES

- Xitsonga
- English
- isiZulu

REFERENCES

Available on request