

MAHLATSI IRENE KOMAPE



Phone
0682983713



Email
Mahlatsi9750@gmail.com



Address
29 6th Avenue
Alexandra
Johannesburg
Gauteng

Core Competencies

- Experience in office Administration, Contract Administration and Tender Administration
- Bachelor Administration Degree & Virtual Assistant Certificate
- Business administration and invoicing skills
- Fast at data capturing
- Excellent organization skills
- Customer service skills
- Knowledge of financial, provisioning and procurement procedures.
- Proven skills of document management, tracking and retrieving of information
- Teamwork and collaboration
- Strong networking and communication skills
- Proactive, initiative and creative
- Microsoft Office Proficiency (MS Word, Excel, PowerPoint, Teams and Outlook)
- Google (Gmail, Sheets, Docs, Zoom, Meet, Calendar)
- Analytical and problem-solving skills
- Time management
- SAGE

Education

University of Limpopo
Bachelor of Administration
2017

Mahlabela Secondary School
Grade 12
2014

References



Ramodise Tsolo

Transport Education and Training Authority
Executive officer
0115777088/0115777000



Clive Macebele

RC Man Construction
Supervisor
0734916268



Mahlakwane Issac

Sekhukhune District Municipality
Supervisor
0723308447

Career Objective

Goal and results oriented; a cross-functional team-builder and dedicated problem solver with solid follow-through. Dependable and an office Administrator seeking to utilize my data-analysis, office admin, marketing, leadership and customer service capabilities to oversee daily business operations.

Language: English Other

Working Experience

Transport Education and Training Authority

Office Administrator Intern (April 2019–April 2020)

- Assess DG claims and ensure that documents are legitimate
- Prepare evaluation reports and cheque requisition for payments capture contract deliverables on the System
- Follow on queries timeously telephonically and through email.
- Maintain up-to-date filling system
- Record, Prepare and submit payments requisition for payment and provide to stakeholders
- Assist with coordination of travel arrangements for the chamber
- Provide Personal Assistance to the chamber Executive Officer
- Conduct learner induction, career expos and draft reports

Sekhukhune District Municipality

Administrator and Executive Assistant Intern (June 2022–June 2024)

- Schedule meetings, produce agenda and draft minutes
- Generate and distribute memos and letters as well as sorting and distributing incoming mail.
- Formulate and review youth policy.
- Plan and coordinate travel arrangements for Executive Mayor, including flights, Accommodation, and transportation.
- Prepare travel claims and submit for payments.
- Coordinating and drawing up a youth newsletter to give feedback on youth activities

RC Man Construction

Office Coordinator (September 2024–March 2025)

- Manage day-to-day Office Operation
- Prepare and process payroll
- Manage Petty cash and prepare Petty Cash Reconciliation
- Manage Plant and prepare plant Costing Reconciliation
- prepare and Submit Tender Documents

Eurosafe Mining and Industrial

Office Administrator and Receptionist (March 2025–Present)

- Managing Reception Desk
- Receiving Deliveries and Assist with after Sales support, Monitor Office Supplies and place orders
- Compile tender documents, Generate PO's and Sales Quotation
- Draft Delivery notes and issue Tax Invoices
- Compile Safety File