




MOATSHE MOTSHAMONYANE ABRAM

Johannesburg, Gauteng 
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English 



PROFESSIONAL SUMMARY

Detail-oriented administrative and data Capturer professional with a proven track record of enhancing office efficiency and supporting organizational operations. Seeking to leverage strong organizational skills and a proactive approach to contribute to a dynamic team, ensuring streamlined processes and exceptional administrative support.



WORK EXPERIENCE

Office Administrator | Limpopo Department of Education April 2023 – March 2025

- Providing administrative support services
- Data capturing and stats analysis (Grade 12s Entries & resulting)
- Validating and Verification of information
- Maintaining documentations records & office stationery
- Filing and record management services
- Supporting the reception desk
- Render and effective filing
- Rendering support to management with schedules & correspondence
- Preparing/Processing officials Overtime Claims
- General Administrative duties
- Sorting and handling daily incoming and outgoing mails
- Recording and Updating databases
- Preparing Monthly traveling Itineraries, logs, Traveling plan & Arrangements
- Resolve telephonic calls where possible
- Receive walk-in Visitors & Clients
- Direct calls to appropriate individuals and prepare messages
- Sorts and files records related to office activities

Admin Clerk | Nchuncheko Primary School

April 2021 – March 2022

- Attending and resolving clients enquiries
- Preparing meetings and taking minutes
- Data entry and capturing
- Ordering office stationery
- Handling & sorting daily incoming and outgoing mails
- Welcoming Walk-in visitors
- Render an effective filing systems
- Attending to telephone enquiries
- General Administrative duties



EDUCATION

• National Diploma in Public Management | Tshwane University of Technology

Completed 2022

• Grade 12 | Makhutjisha Senior Secondary School

Completed 2015



PROFESSIONAL SKILLS & KNOWLEDGE

- Good Communication skills
- Proficient in Microsoft Office Word, PowerPoint, Outlook, Excel & Access
- Interpersonal & Relationship Management Skill
- Excellent Administrative skills
- Client & Customer Care Service
- Business functions skills
- Data & Record Management Skills
- Ability to work under pressure & Independently
- Organizing Skills
- Good Telephone Etiquette
- Typing Proficiency
- Time Management & Leadership
- Ethics & Values
- Ability to Multi-task & Prioritize
- Punctual & Team Work

- Flexible & Open to Change



REFERENCES

- **Mrs Melissa Crause**
Mentor
076 152 0446
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- **Mr Victor Ledwaba**
Supervisor
072 975 4827
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- **Mr Danie Du Toit**
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