

ADMINISTRATOR / ADMINISTRATIVE ASSISTANT

PERSONAL DETAILS

Full Name: Mathapelo Mthembu
Phone: 078 036 9614
Email: mthembumathapelo300@gmail.com
Location: Germiston, Gauteng
Languages: English, isiZulu, Sesotho

PROFESSIONAL SUMMARY

Highly organised and detail-oriented Administrator with experience in municipal administration, office support, record keeping, customer service, and coordination of daily administrative operations. Reliable and efficient, with a strong ability to manage multiple tasks, maintain confidentiality, and support teams to achieve organisational goals.

KEY SKILLS

- Office Administration & Support
- Filing and Record Management
- Data Capturing & Reporting
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Customer Service & Communication
- Scheduling & Diary Management
- Document Preparation
- Time Management & Organisation
- Telephone & Front Desk Support

WORK EXPERIENCE

Administrator / Administrative Assistant

City of Ekurhuleni Municipality - Germiston, Gauteng
December 2023 - December 2025

- Provided administrative support within a municipal office environment
- Managed daily office operations, filing systems, and documentation
- Captured data accurately and maintained up-to-date records
- Answered and directed calls, emails, and walk-in enquiries professionally
- Prepared reports, correspondence, and internal documents
- Assisted management and staff with general administrative duties
- Ensured confidentiality and compliance with organisational procedures

EDUCATION

Diploma in Human Resources Management
Ekurhuleni West TVET College - 2019

Grade 12 (Matric)
Greenfields Secondary School - 2016

CERTIFICATES

- Diploma in Human Resources Management
- Occupational Health and Safety (OHS) Certificate

REFERENCES

Willy Mahlangu - City of Ekurhuleni Municipality - 011 999 3612
Seipati Nchabeng - City of Ekurhuleni Municipality - 079 849 1348