

MPHO MAPONYA



PERSONAL DETAILS

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PROFILE

Results driven and detailed orientated individual with a solid foundation in administrative operations. Experienced in coordinating tasks such as order processing, inventory control and supplier communication. I am looking to work in a company where I can grow professionally and personally and showcase my knowledge and skills.

EDUCATION

University of Venda – BCom Accounting

2014 - 2017

Financial Accounting

Auditing

Taxation

Managerial Accounting

WORK EXPERIENCE

Macsteel Tube and Pipe - Customer Management Learnership

March 2020 – March 2022

- Quoting customers
- Creating purchase orders
- Allocating production orders
- Booking in production orders
- General administrative tasks

Macsteel Fluid Control - Receiving Administrator

April 2022 – September 2025

- Purchasing of all consumables for operations
- Managing daily administrative tasks including scheduling meetings, organizing files and supporting office efficiency.
- Managing client communications by answering phones and corresponding through email.
- Setting up and maintaining a filing system.
- Administering physical and digital filing systems, keeping records well organized and easily accessible for team members.
- Monitoring and controlling office inventory and groceries to ensure adequate supply levels and timely product ordering.
- Liaising with suppliers and overseeing office supplies to maintain optimal stock levels.
- Administering petty cash
- Administering the company fleet (maintenance, fuel consumption, driver management and compliance).

SKILLS

Inventory Management

Supplier Liason

SAP

Microsoft Office

Office Administration

Document Management

REFERENCES

Samuel Masipa

Production planner – Macsteel Tube and Pipe

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