

Nompumelelo Janet Mahlangu

Pretoria, Gauteng

081 404 6634 | nompumelelomahlangu0199@gmail.com

PROFESSIONAL PROFILE

Professional and dependable Office Administrator with experience providing high-level administrative support in both corporate and local government environments. Highly organised and detail-oriented, with proven ability to manage correspondence, maintain accurate records, coordinate schedules, and support daily office operations. Known for professionalism, confidentiality, and a friendly yet mature approach when dealing with clients, colleagues, and stakeholders. Proficient in Microsoft Office and able to work independently and as part of a team.

KEY SKILLS & COMPETENCIES

- General Office Administration & Administrative Support
 - Record Management & Filing Systems (Manual & Electronic)
 - Data Capturing, Updating & Database Maintenance
 - Document Control & Correspondence Management
 - Telephone, Email & Front-Office Administration
 - Meeting Coordination & Diary Management
 - Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Time Management, Accuracy & Attention to Detail
 - Confidentiality & Compliance
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WORK EXPERIENCE

Administrator

PROearth (Pty) Ltd (LearnMe) | Feb 2023 – Jan 2024

- Provided day-to-day administrative support to ensure smooth and efficient office operations.
- Captured, updated, and maintained accurate records and databases in line with organisational and compliance requirements.
- Managed filing systems (manual and electronic), ensuring proper document control and easy retrieval of information.
- Received, sorted, and distributed correspondence, emails, and official documentation professionally.
- Prepared administrative documents, reports, and training packs for meetings and compliance purposes.
- Answered and directed telephone calls, handled client and stakeholder enquiries, and maintained professional communication standards.
- Coordinated schedules, meetings, and administrative logistics as required.
- Maintained strict confidentiality of company, learner, and compliance information at all times.

Office Assistant (Work Integrated Learning)

Winterveldt Municipality | Jan 2021 – Dec 2022

- Provided administrative and clerical support within a local government environment.
 - Created, updated, and maintained filing systems using barcoding, improving document tracking and retrieval.
 - Assisted with document control, copying, scanning, and record keeping in line with municipal procedures
 - Answered calls, greeted visitors, took accurate messages, and managed incoming and outgoing correspondence.
 - Supported the Office Manager with general administrative duties, contributing to efficient day-to-day office operations.
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EDUCATION

Tshwane University of Technology

National Diploma: Local Government Management | 2022

Dr Sam Motsuenyane Secondary School

National Senior Certificate | 2016

CERTIFICATIONS

Services SETA

Project Management NQF Level 4 | 2023

ACHIEVEMENTS

- Introduced an improved filing system that reduced document retrieval time by approximately 30%.
 - Successfully managed multiple administrative tasks while consistently meeting deadlines.
 - Provided effective administrative support to a team of six, contributing to efficient daily office operations.
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REFERENCES

PROearth (Pty) Ltd (LearnMe)

Khomotso Maponya – Recruitment Officer / Administrator

Email: khomotso@learnme.co.za

Tel: 079 294 2418 / 012 884 0124

Winterveldt Municipality

Charmaine Kgobe

Tel: 079 250 4234