

CURRICULUM VITAE OF OFENTSE APHANE


OFENTSE MARY THEA APHANE


NATIONALITY: SOUTH
AFRICAN


DATE OF BIRTH:

12 SEPTEMBER 2003

22 | AFRICAN | FEMALE

 +27 69 185 2055

 ofentseaphane34@gmail.com

 Bryanston, Sandton

(willing to relocate)

EDUCATION

Paralegal Certificate

(Completed)

STADIO Higher Education

Grade 12 / Matric

LANGUAGES

- ENGLISH
- AFRIKAANS
- IsiZulu
- Setswana

WILLING TO TRAVEL: YES

DRIVER LICENSE: YES (C1)

Sales Administration

Detail-oriented Sales Administrator with strong administrative and coordination skills, suited to a fast-paced recruitment environment. Holds a Certificate in Paralegal Studies with proven ability to manage accurate documentation, handle confidential information, and support consultants through structured administrative processes. Professional, reliable, and eager to contribute to recruitment sales operations through efficient support, client communication, and data management.

KEY COMPETENCIES AND SKILLS

- Sales & Recruitment Administration
- Consultant Support & Coordination
- Client & Candidate Communication
- Data Capturing & CRM Updating
- CV Formatting & Document Control
- Interview Scheduling & Calendar Management
- Email & Telephone Correspondence
- Record Keeping & Filing
- Attention to Detail & Confidentiality

PERSONAL ATTRIBUTES

- Highly organised and dependable
- Strong written and verbal communication
- Professional and well-presented
- Quick learner and adaptable
- Able to work under pressure in a deadline-driven environment

TECHNICAL PROFICIENCIES

- Microsoft Word, Excel & Outlook
- Microsoft Word
- Microsoft Excel (basic – tracking, data capturing)
- Microsoft Outlook
- Email & Calendar Management
- Internet & Office Systems

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WORK EXPERIENCE

Teacher's Assistant | Administrative & Support Role

Department of Education – Northridge Primary School | 2025 | Contract

Experience gained through academic, training, and practical exposure

- Provided administrative support aligned with professional office environments
- Captured, updated, and maintained accurate records and documentation
- Managed professional email correspondence and telephone communication
- Assisted with scheduling and coordination of meetings and appointments
- Ensured confidentiality and accuracy in handling sensitive information
- Supported day-to-day administrative tasks to improve operational efficiency

AVAILABILITY

- Willing to attend sales meetings, training, and site visits
- Flexible and open to growth opportunities
- Available immediately.

Reference

NAME	CONTACT
MR Hector Mandla Apane	+27 71 536 9419
MR Billy Brummer (school principal)	+27 82 362 9910