

RELEBUGILE MABEL NKOSI

Office Administration | Office Admin Assistant

Phone: 064 281 4253

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Address: Johannesburg South, Gauteng

Professional Summary

Dedicated and detail-oriented Office Administration professional with strong experience in managing administrative operations, coordinating communication, and maintaining accurate filing systems. Skilled in office management, diary management, meeting scheduling, and supporting management with confidential documents. A reliable team player with strong organisational skills and a commitment to high work standards.

Core Skills

- Office Administration & Filing (Electronic & Manual)
- MS Office Suite (Word, Excel, PowerPoint)
- Data Entry & Document Processing
- HR Reporting (Monthly & Annual)
- Employment Equity & HR Policy Support
- Calendar & Meeting Management
- Organisational Development Support
- Performance Management System Support
- Correspondence Management (Emails, Calls, Scheduling)

Professional Experience

Office Admin Assistant – Sedibeng District Municipality, Vereeniging

2012–2015 (Intern), 2015–2017 (Contract Employment)

- Managed office correspondence including emails, calls, and document flow.
- Maintained organised filing systems to ensure easy retrieval and protocol compliance.
- Supported HR with monthly and annual reporting.
- Assisted with data entry, document preparation, and records management.
- Ensured smooth office operations and provided administrative support to management.

Office Admin Assistant – Evaton West Primary School, Vanderbijlpark

2022–2023 (Contract Employment)

- Handled filing, office coordination, and document processing.
- Updated staff records and supported the performance management system.
- Assisted with scheduling, calendars, and communication.
- Prepared reports and typed various administrative documents.

Education

- National Diploma in Marketing Management
- Matric Certificate
- National Youth Service – Office Administration Certificate

Languages

- English – Professional Proficiency
- Sesotho – Fluent

References

Available upon request.