

Valencia Mashiloane

Randburg , Johannesburg
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Objective

A highly motivated and detail oriented Receptionist and Administrative Assistant with strong experience across government, education and corporate environments. Proven ability to manage front desk operations, provide high level administrative support, and communicate professionally with both internal and external stakeholders. Skilled in handling reception duties, scheduling, document management and office coordination. Gained valuable communication experience through an internship with Mpumalanga Provincial Treasury, including writing, media coordination, and stakeholder engagement. Holds a Diploma in Public Relations and brings excellent computer skills, strong interpersonal skills and a proactive approach to every task. Committed to professionalism , efficiency and providing exceptional support to team members and clients.

Experience

- **Wideopen Platform** May 2024 - Current
Receptionist/ Office Assistant
 - Greet and welcome visitors in a warm and friendly manner.
 - Answer, screen and forward incoming phone calls promptly and professionally.
 - Managing incoming and outgoing mail, packages and deliveries.
 - Assist with administrative tasks such as data entry, filling and photocopying.
 - Schedule appointments and meeting as needed.
 - Provide other departments with administrative support as required.
 - Order and manage office supplies.
 - Office management and management of reception area.
 - Keep and maintain incoming and outgoing document in the office.
 - Assist with administrative tasks such as binding, laminating and photocopying.
 - Set up interviews for the company either in person or virtual.
 - Prepare and manage couriers using The Courier Guy for the company's Cape Town, Johannesburg and Durban offices.
- **Maziya Primary School** November 2021 - August 2022
Education & Admin Assistant
 - Maintained records and manage information .
 - Scheduled appointments for management team as requested and dealt with meetings arrangements for staff.
 - Greeted and welcomed visitors in a professional manner, providing them with information about the school.
 - Provided administrative support to staff including data entry, filling and photocopy.
- **Mpumalanga Provincial Treasury** April 2019 - September 2021
Communications Intern
 - Conducted research and wrote stories for Treasury updates and internal newsletter.
 - Assisted in coordinating departmental events and compiled daily media summaries.
 - Developed and implemented effective strategies for media relations, including press releases, media kits and newsletters.
 - Gained experience in editing, proofreading and writing content for various forms of communication.
 - Updated stakeholders list and sent invitations for tabling of budget speech.
 - Compiled calendar activities and circulated to officials.

- Assisted in compiling portfolio of evidence .
- Conducted exhibitions during departmental and provincial events.
- Branding during departmental and provincial events

Education

- **IIE Rosebank College** 2018
Diploma in Public Relations
- **Eastdene Combined School** 2015
National Senior Certificate (Grade 12)

Skills

- Computer Literacy, with advanced proficiency in google workspace (Docs, sheets, Drive & Calendar). Microsoft Suite (Word , PowerPoint & Excel)
- Good communication skills and good interpersonal relations.
- Strong administrative and typing skills
- High levels of accuracy by keeping attention to detail and correctness.
- Always maintain a proactive approach in the working environment for ease in taking ownership and accountability.
- Highly motivated, energetic, sound judgment and good reasoning abilities.
- Time management, organised and planning skills.
- Planning and organising skills.

Reference

- **Ms Claudette van Graan - "Wideopen Platform "**
Human Resource Manager
010 300 5400
- **Mr David Mashiloane - "Maziya Primary School"**
Principal
Maziyacombined1@gmail.com
013 294 1123
- **Ms Kulani Mavunda - "Mpumalanga Provincial Treasury "**
Deputy Director: Communications
013 766 4311

Additional Information

Voluntary Work Lifeline NGO

- Spread information about GBV and how lifeline was contributing to a solution.
- Hosted educational sessions.
- Assisted with handing out flyers and training in their call centre.

Currently studying a Office Supervisor Certificate at Gordon Institute of Business Science (GIBS)