

GRACE MAHLABA

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- Nationality: South African

DOMESTIC WORK / NANNY AND ADMINISTRATIVE SUPPORT

PROFESSIONAL SUMMARY

Organized, reliable, and hardworking professional with experience in both domestic work and administrative support. Skilled in maintaining clean, safe, and well-organized homes while also handling office duties such as filing, scheduling, and correspondence. Trusted for discretion, attention to detail, and the ability to work independently or as part of a team.

EDUCATION & TRAINING

Grade 12, Bopedi Bapedi High School — 2005

Diploma in End User Computing, Computer Literacy Development Institute — 2011

Typing Certificate, Step Ahead Computers & Training — 2011

Horticulture Certificate, AgriSETA — 2019

WORK EXPERIENCE

Housekeeper & Nanny (Stay-in)

Employer: Miss Mahlasi | Springs, Brakpan

Period: Jan 2019 – Dec 2025

Children Cared For: 6 months and 2 years old

Key Responsibilities:

- Provided attentive, nurturing, and age-appropriate care for infants and toddlers, including feeding, bathing, dressing, diaper changing, and monitoring overall wellbeing.
- Supported children's daily routines such as sleep schedules, feeding times, playtime, and developmental activities to promote growth and learning.
- Engaged children in educational play, stimulation activities, and interactive learning suitable for their developmental stages.
- Maintained a safe, secure, and hygienic environment by ensuring living and play areas were clean, organized, and child-friendly at all times.
- Performed full household cleaning duties including sweeping, mopping, dusting, vacuuming, kitchen cleaning, and bathroom sanitation.
- Managed laundry duties including washing, ironing, folding, and organizing wardrobes for both children and household members.
- Prepared nutritious meals and snacks for children, ensuring proper hygiene, balanced nutrition, and adherence to dietary instructions from parents.
- Monitored household supplies, groceries, and cleaning products, reporting shortages when necessary.
- Assisted with general household organization, ensuring smooth daily household operations.
- Maintained strong communication with the employer regarding children's progress, health, and daily activities.
- Demonstrated high levels of trustworthiness, discretion, reliability, and professionalism while working in a live-in household environment.

CORE SKILLS & ATTRIBUTES

- **Housekeeping & Domestic Management:** Skilled in cleaning, laundry, ironing, and maintaining organized homes.
- **Childcare & Nanny Duties:** Experienced in caring for infants and toddlers, including feeding, bathing, and playtime.
- **Meal Preparation:** Able to prepare healthy meals and snacks for children and adults.
- **Administration & Office Support:** Proficient in typing, data capturing, filing, scanning, and basic clerical tasks.
- **Time Management & Organization:** Efficient, reliable, and able to handle multiple tasks independently.
- **Communication & Trustworthiness:** Clear communicator, dependable, and respectful of confidentiality.
- **Safety & Hygiene Awareness:** Maintains clean, safe, and secure environments for children and households.


REFERENCES


- **Ms. Msimanga – Mentor**
 - 079 722 9385
- **Mrs. M.M Talane - Principal @ George Clifford Primary**
 - 082 580 5297
- **Miss Mahlase – Previous Employer**
 - 072 080 6238
- **Mrs. N.Z. Choshane - Director @ Kgathatema**
 - 082 098 4307


RECOMMENDED BY HOPE EMPLOYMENT AGENCY



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General School Assistant / Office Assistant

George Clifford Primary School October 2011 – August 2014

Key Responsibilities:

- Maintained cleanliness of classrooms, school offices, and outdoor areas, ensuring a safe and hygienic environment.
- Assisted teachers with classroom management and basic administrative tasks.
- Conducted data capturing, filing, typing, scanning, and photocopying documents efficiently.
- Supported school events, sports activities, and learner engagement programs.
- Contributed to school operations by assisting with routine administrative and logistical duties.

Admin Assistant

Kgathatema Driving School & Internet Café | 2014 – 2018

Key Responsibilities:

- Welcomed clients, managed inquiries, and provided professional customer service in a busy office setting.
- Scheduled driving lessons, recorded bookings, and coordinated instructor schedules efficiently.
- Handled phone calls, correspondence, and document management, ensuring accurate and timely communication.
- Maintained office records, including filing, scanning, photocopying, and document preparation.
- Managed cash transactions, issued receipts, and ensured accountability in financial operations.

Horticulture Trainee (Part time lessons)

AgriSETA Training | 2019

Key Responsibilities:

- Assisted in garden and landscape maintenance including planting, pruning, watering, and overall care.
- Maintained outdoor areas in a clean, organized, and aesthetically pleasing condition.
- Operated gardening tools and equipment safely, adhering to workplace safety standards.
- Applied knowledge of horticultural practices to enhance growth and health of plants.