THANDO MOKOENA

Administrative Assistant

Johannesburg, Gauteng | 071 234 5678 | thando.mokoena@email.com | linkedin.com/in/thandomokoena

PROFESSIONAL SUMMARY

Organised and reliable administrative assistant with 4 years' experience supporting busy offices. Skilled in diary management, record keeping and customer service, with advanced MS Office skills. Known for accuracy, discretion and meeting deadlines.

WORK EXPERIENCE

Administrative Assistant | ABC Logistics (Pty) Ltd, Midrand

March 2023 – Present

- Manage diaries, meetings and travel for 3 senior managers
- Process 200+ supplier invoices a month on Sage with 99% accuracy
- Introduced a digital filing system that cut document search time by half

Receptionist | Greenfield Medical Centre, Randburg

January 2021 – February 2023

- Welcomed up to 80 patients a day and handled phone and email enquiries
- Booked appointments and kept patient files up to date and confidential
- Handled cash and card payments and daily cash-ups

EDUCATION

Higher Certificate in Office Administration | Damelin

2020

National Senior Certificate (Matric) | Soweto High School

2019

SKILLS

- MS Word, Excel (pivot tables, VLOOKUP), Outlook, PowerPoint
- Sage Pastel, Google Workspace
- Diary and meeting management
- Customer service and telephone etiquette
- Languages: English, isiZulu, Sesotho

REFERENCES

Available on request.

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