



REFILOE NEO CATHERINE MOKAEANE

Curriculum vitae

☎ 074 488 8841

✉ refiloeoneocatherine.fifimokaean@gmail.com

📍 2592 Mbata Street, Rockville, Soweto, Johannesburg, 1818

👤 Gender: female

EDUCATION

Sharpeville Technical College

Technical Matric – N3 / Grade 12

Completed: 2020

Sedibeng TVET College

Business Management – N4

Completed: 2008

Sedibeng TVET College

Business Management – N2–N3

Completed: 2006–2007

SKILLS

- Tender Administration
- Document Drafting
- Diary Management
- Office Administration
- Email and Phone Handling
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Sage Pastel Accounting
- Payroll Administration
- Telephone Etiquette
- Customer Service
- Quotations Handling
- Will Drafting Support
- Team Collaboration

ABOUT ME

Highly organized and dedicated administrative professional with proven experience in tender administration, office support, and personal assistant duties. Possesses over 7 years of experience in both private and financial sectors, with strong capabilities in document preparation, communication, diary management, and client service. Skilled in Microsoft Office, Sage Pastel, and general office systems. Committed to delivering high-quality administrative support and ensuring compliance with organizational and tendering requirements.

WORK EXPERIENCE

Spinks Trading

Tender Administrator

02 September 2024 – 31 December 2024

- Prepared and compiled tender documentation accurately and on time
- Requested and collected quotations from suppliers
- Managed tender submissions and ensured compliance with bid requirements
- Handled email correspondence professionally and efficiently
- Answered telephone calls and directed queries appropriately
- Maintained proper filing systems for all tender-related documents

ARC-INC

Tender Administrator

15 August 2022 – 31 December 2023

- Drafted tender documentation in line with project requirements
- Liaised with service providers to obtain valid quotations
- Ensured all tender submissions met legal and procedural standards
- Handled inbound and outbound communication
- Maintained accurate records of tenders and supporting documents
- Provided administrative support to management

Nedbank – NFP (Financial Planner)

Personal Assistant

01 August 2016 – 31 August 2019

- Scheduled and confirmed appointments for financial planner
- Maintained and updated the diary and calendar entries
- Assisted in drafting and preparing wills for clients
- Performed general office duties including filing and record keeping
- Answered and screened telephone calls
- Handled email communications and client follow-ups

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge and belief.

Rafiloe Neo Catherine Mokoena

REFERENCES

Miss Fiona Nawa

Manager – Spinks Trading
072 912 0568

Mr Tony Mokoena

Manager – ARC-INC
061 060 5824 | ✉ khotsofalangkt@gmail.com

Mrs Dorette Daneel

Financial Planner – Nedbank NFP
083 608 5660