

# REAOBOKA LEBONE

Date of Birth: 16 January 1996

Contact Details: 083 335 4330 & [1996lebonereaoboka@gmail.com](mailto:1996lebonereaoboka@gmail.com)

Address: 823 Chauke Street Poortjie, Orange Farm 1841

Dedicated Administrative Assistant with 4 year of experience providing exceptional support in fast-paced office environments. Skilled in managing scheduling, documentation, and customer service, while adept at streamlining processes and improving efficiency. A proactive problem-solver and strong communicator, committed to enhancing administrative operations and contributing to team success with customer services.

## ACADEMIC HISTORY

**NOVEMBER 2014**

**NATIONAL SENIOR CERTIFICATE**, THUSA SETJHABA SECONDARY SCHOOL

Accounting

Economics

Business Studies

Mathematics Literacy

English FAL

Setswana HL

Life Orientation

**NOVEMBER 2015**

**MICROSOFT SPECIALIST**, JEPPE EDUCATION CENTER

Microsoft Office Package

**JANUARY 2018 – JUNE 2019**

**MANAGEMENT ASSISTANT N6**, WESTCOL TVET COLLEGE

Communication and Office Practice

Information Processing and Computer Practice

**JANUARY 2020 – DECEMBER 2020**

**WEALTH MANAGEMENT – NQF 5**, DISCOVERY HEALTH

Economic principles and Ethics in a business environment

Risk in Financial services and Tax in investment classes

Group risk insurance

Money laundering

Retirement fund benefits

Wealth Preservation & Estate Planning

## EXPERIENCE

### **JANUARY 2024- CURRENT**

#### **ADMINISTRATOR, BATHO-PELE COMMUNITY DEVELOPMENT CENTRE**

Champion management of office equipment  
Organizing, arranging and coordinating meetings  
Handling external or internal communication  
Procurement of stationary supplies and monitoring of stationery utilization  
Arrangements of meetings/trainings/staff development sessions etc.  
Maintaining of all required registers (assets register)  
Monthly reports according to templates  
Data base systems to be implemented  
Champion the Development Centre strategic Documents such as Constitution, Three years Strategic Plan, policies, king three, PFMA etc.  
Maintain/manage the diary of the Programmer Manager  
Compile Monthly Payroll reports  
All the administrative duties  
Tracking expenditure  
Assist in Compiling monthly/annual reports as per the request of the programmer manager tracking expenditure  
Management of professional filing system  
To fundraise an assist the Organization with resource mobilization at least once per Quarter.

### **FEBRUARY 2023- DECEMBER 2023**

#### **ADMINISTRATION ASSISTANT (PYEI), POHOPEDI PRIMARY SCHOOL**

Maintain students records, inquires, waitlist, lists for accepted and non-accepted applicants  
Mail and collect registration documents, prepared enrolment and re-enrolment  
Create class list for each teacher after coordinator assigns students to appropriate class  
communicate/ liaise with diverse client's base  
Prepare, memos, letters and other documents, administered mails and correspondence  
Typing and photocopying, filling of documents daily, records keeping  
Microsoft office (word, excel, outlook.....)

#### **SASAMS**

Safe keeping of all school records  
Generate monthly learner and teacher attendance  
Accurate capturing of learner and parent information, marks and provide learner reports  
Maintain mark sheets and term schedule stats

### **APRIL 2021- SEPTEMBER 2022**

#### **ADMINISTRATION ASSISTANT (INTERN), DEPARTMENT OF HEALTH**

Undertake administration and clerical duties  
Data management, record keeping and booking appointment  
Open new patient's files, filling and retrieve folders  
Admission and registration of patients  
Accurate data capturing on computer and administration duties  
Record keeping for PHC facility and sort patient records/files  
Plan, organise and monitor administration systems in place

Create and upload patient's medical files electronically and in paper  
Processing incoming calls, scheduling appointments  
Handling daily administration of the patients department  
Back administration capture

**AUGUST 2020- DECEMBER 2020**

**MARKETING ASSOCIATE (INTERN), DISCOVERY HEALTH**

Paradigm production  
Sending counter offer letters  
Checking PR requirements  
Communication with clients  
Administration and logging calls for promotional events

**AUGUST 2020- DECEMBER 2020**

**ADMINISTRATION ASSISTANT, PROJECT LITERACY, GOLD FIELDS MINE**

Develop and update spreadsheets  
Maintain database, edit report from facilitators  
Generate clerical duties including photocopying and attending to emails  
Maintain electronic and hard copy filing system  
Handle request for information and urgently attend to queries when they arise  
Order food parcel for AET (Adult Education and Training) learners  
Write monthly reports

**JUNE 2017 – JUNE 2018**

**REGISTRATION CLERK, SOCAIL DEVELOPMENT, CITY OF JOHANNESBURG**

Used SAP CRM 7 to manage ESP records database, maintaining information confidentiality in accordance  
Logging and escalating of queries  
Administration and filling of documents  
Typing recording of minutes using Microsoft Word  
Scheduling and recording of clients and details of home visits  
Recording reports on Microsoft Excel

**SKILLS**

- Excellent communication skills
- Data capturing
- Phone etiquette
- Batho Pele principles
- Microsoft Office (word, excel, outlook...)
- Computer Literacy
- Coordinating
- Paradigm
- SAP CRM 7
- Problem solving skills

## **REFERENCES**

Martin Mashinini (Manager: Project Literacy)  
071 508 0367

Jennifer Hlatswayo (Discovery Health- skills Development Co-Ordinator)  
011 529 3745

Portia Ngoma (Mentor- Discovery Health)  
011 529 3411

Junior Mfolo (Operational Manager-Department of Health)  
083 702 8153

Mavis Rampa (Principal-Pohopedi Primary School)  
082 5539899/072 6803466

Panita Mofokeng (Supervisor- Pohopedi Primary School)  
084 084 8326