

## **MOSHE MUTSWANE**

184 1st Street, Wynberg, Alexandra, 2090  
078 682 6859 / 083 593 2101 | mutswanem@gmail.com  
Driver's Licence: Code 10 (C1)

### **PROFESSIONAL PROFILE**

A hardworking, reliable, and self-motivated administrative professional with experience in office administration, records management, data capturing, warehouse operations, and customer service. Skilled in supporting daily office operations, maintaining accurate records, and working with ERP systems.

### **CORE SKILLS**

- Office Administration & Reception
- Data Capturing & Filing
- Records & Document Management
- Inventory & Warehouse Support
- ERP Systems: SAGE, SharePoint, Monday.com
- Microsoft Office (Excel, Word, PowerPoint)
- Customer Service & Telephone Handling
- Attention to Detail & Time Management

### **WORK EXPERIENCE**

**Project Intern – Leap Skills Development Institute (African Global Skills Academy) | Jan 2024 – Nov 2025**

- Project administration, coordination, and communication
- Recruitment emails and scheduling
- POE quality assurance and reporting
- SharePoint updates and event coordination

**General Worker – Major Tech Company | 3 Years**

- Inventory, dispatch, and receiving support
- Online order processing and stock validation via SAGE ERP
- Pick/pack and pallet/container handling

**Data Capturer – Mugodeni Health Centre | 3 Months**

- Accurate data capturing and daily reporting

**Administrative Clerk – Xihoko Primary School | 1 Year**

- Records and attendance management
- SASAMS data capturing and parent communication

**In-Service Trainee – Letaba Regional Hospital | 1 Year 6 Months**

- Stores administration, stock control, and filing
- BAS capturing, cashier support, and record management

### **EDUCATION**

2025 – Business Administration Certificate (Services SETA)  
2024 – Higher Certificate in Archives & Records Management (UNISA)  
2019 – National Diploma: Public Management (Mopani TVET College)  
2013 – National Senior Certificate (Gwambeni High School)

### **LANGUAGES**

English | Xitsonga | Sepedi | IsiZulu

### **REFERENCES**

Khauhelo – Manager (Leap Skills): 062 512 8906  
Enock – Supervisor (Major Tech): 071 904 8904

Lebo – Mentor (Letaba Hospital): 073 608 2751

Malatjie C.S – Supervisor (Mugodeni): 072 747 3833

Rikhotso B – Educator (Xihoko Primary School): 076 686 3040