

Lerato Molefe

Cape Town, Western Cape

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PROFESSIONAL SUMMARY

Experienced Office Administrator with 7+ years supporting operations, finance admin and front-office service. Strong at keeping records accurate, following up outstanding documents and keeping the office running smoothly. Comfortable working under pressure and dealing with walk-ins, calls and urgent requests.

CORE SKILLS

- Office administration, filing systems, document control
- Invoicing support, purchase orders, supplier follow-ups
- Reception, client communication, appointment scheduling
- Reporting: Excel trackers, weekly summaries, reconciliation support

WORK EXPERIENCE

Office Administrator – Services company, Cape Town

2020 – Present

- Managed front-office queries, calls and the email inbox; sent requests to the correct team and tracked follow-ups.
- Maintained a supplier and invoice filing system (digital and hard copy), reducing missing paperwork at month-end.
- Prepared weekly Excel trackers for jobs logged, outstanding documents and client approvals.

Receptionist / Admin Assistant – Medical practice, Cape Town

2017 – 2020

- Booked appointments, updated patient details accurately and handled daily admin tasks.
- Supported basic cash-ups and daily reconciliation checks.

EDUCATION

Certificate in Office Administration – [Institution], [Year]

National Senior Certificate (Matric) – [School], [Year]

ADDITIONAL INFORMATION

- Notice period: [2 weeks / 1 month]
- Driver's licence: Code B

REFERENCES

Available on request.