**EDUCATION**

**Prosperitus Secondary High**, Pretoria, Gauteng 2019  
**Grade 12**

* **Subjects**: Technical Mathematics, Technical Science, Electrical Technology, Engineering Graphics and Design, Afrikaans (Home Language), English

**ALX Africa**   
**Data Science - Short Course** 2025 - Present

* Data Analytics
* Phyton
* Machine Learning
* AWS Cloud Practitioner

**PROFESSIONAL EXPERIENCE**

**AK Legal Costs Consultants** – Pretoria Central, Gauteng  
**Filing Assistant (Admin)** | February 2024 – Present

* Organized and managed comprehensive records for legal costs, billing, and expenses.
* Developed and maintained efficient filing systems (digital and physical) for easy access to documentation.
* Assisted in preparing and analyzing billing data, producing reports for clients and internal purposes.
* Coordinated with legal staff and clients to gather documentation for cost assessments and claims.
* Ensured accuracy and regulatory compliance in all documentation and filings.
* Provided administrative support, including scheduling appointments, answering inquiries, and maintaining correspondence.
* Collaborated with team members to enhance the efficiency of filing processes.
* Upheld confidentiality and data security standards in handling sensitive legal documents.

**Takealot Warehouse JHB** – Kempton Park, Gauteng  
**Production Administrator (Outbound)** | August 2022 – February 2024

* Monitored picker and packer productivity, providing hourly statistics to management.
* Updated productivity rates using spreadsheets, ensuring tasks met deadlines for efficient service.
* Ensured accurate labelling and packaging of customer orders, improving order accuracy.
* Utilized Oracle systems to track and ensure timely completion of daily tasks (SLA).
* Assisted with inventory management, health and safety procedures, and floor cleanliness.
* Supported fellow administrators and staff with task completion and system operations.

**Takealot Warehouse JHB** – Kempton Park, Gauteng  
**Picker (Outbound)** | September 2021 – August 2022

* Filled customer orders based on specific size, quantity, and quality specifications.
* Performed quality checks and ensured proper labeling for outgoing shipments.
* Operated RF scanners to manage inventory and orders accurately.
* Maintained order-picking equipment and adhered to health and safety standards.
* Ensured timely completion of tasks, facilitating workflow for packers and other warehouse staff.

**SKILLS**

* **Languages**:
  + **English** (First Additional Language): Excellent and Fluent
  + **Afrikaans** (Home Language): Excellent and Fluent
* **Computer Skills**:
  + **Microsoft Excel** (Intermediate): VLOOKUP, Pivot Tables, General Functions
  + **Microsoft Word** (Beginner): Basic Email and Document Creation
  + **Keyboard Typing**: Advanced (160 WPM)
  + **Microsoft Outlook** – Email management, scheduling meetings, and task organization.
  + **Google Workspace** (Docs, Sheets, Drive, etc.) – Managing documents, spreadsheets, and collaborative work using Google's productivity tools.
  + **Basic Graphic Design** – Familiarity with design tools like **Canva or Adobe Photoshop** for creating visual documents or presentations.
* **Systems and Platforms**:
  + **Windows Operating Systems** (Advanced)
  + **Oracle** (Excellent)
  + **Microsoft Office** (Excellent)
* **Key Attributes**:
  + **Self-Motivated**: Ability to work independently with minimal supervision, showing initiative to complete tasks.
  + **Quick Learner**: Adaptable to new systems and tools, able to quickly learn and implement new processes.
  + **Dependability**: A reliable team member, known for consistency and following through on commitments.
  + **Tech-Savvy**: Comfortable using new technologies and software applications to improve workflow.
  + **Leadership Potential**: Willingness and capability to step into leadership roles when needed.

**ADDITIONAL INFORMATION**

* **Interests**: **Stock Trading**: I actively manage a personal portfolio, analyzing market trends and financial data to make informed investment decisions, which sharpens my strategic thinking and risk assessment skills.
* **Gaming**: My interest in gaming enhances my problem-solving, teamwork, and fast decision-making abilities, as I regularly engage in both competitive and cooperative gaming environments.
* **Certifications**:
  + **Warehouse and Retail Qualification** (Certificate of Achievement) – 23 February 2023