

# CURRICULUM VITAE OF LEBOGANG MABASO

## PERSONAL DETAILS

---

**Name & Surname** : Lebogang Mabaso  
**Date of Birth** : 15 November 1995  
**Residential Address** : Room 511, 1A Albert Road,  
Woodstock  
Cape Town  
8001  
**Mobile** : 074 353 8503/ 061 801 6762  
**Email** : lebogangmabaso1@gmail.com  
**Nationality** : South African

## CAREER OBJECTIVE

---

I am an organized and detail-driven administrative professional with a passion for creating efficient systems. I thrive on keeping operations running smoothly, combining technical skills with a service-oriented approach. Known for my reliability and sharp eye for detail, I take pride in being the supportive backbone that helps teams succeed.

## EDUCATION HISTORY

---

### HIGH SCHOOL ATTENDED

**School** : Ladysmith High School  
**Subjects passed** : English HL; Afrikaans FAL; Mathematics; Physical Science;  
History; Life Science  
**Year** : December 2013 (**Matric with Bachelor's**)

### QUALIFICATIONS

**Institution** : University of KwaZulu-Natal (PMB Campus)  
**Course** : Bachelor of Social Science (Psychology and Political Science)  
**Year** : 2020

## WORK EXPERIENCE

---

- Name of employer** : Brahman Hills Weddings, Events, Hotel & Spa  
**Position** : Administrative Clerk  
**Date** : February 2022 - September 2024  
**Reason for leaving** : End of Contract

### KEY RESPONSIBILITIES:

- Managed complex executive calendars by coordinating internal and external meetings, resolving scheduling conflicts, and ensuring optimal time utilization
- Maintained comprehensive digital filing systems with meticulous document organization for quick retrieval and reference

- Prepared and formatted business documents including reports, presentations, and meeting agendas with strict adherence to company standards
- Processed high volumes of data entries across multiple platforms while maintaining exceptional accuracy standards
- Coordinated domestic and international travel arrangements including flight bookings, accommodation reservations, and itinerary preparation
- Developed and maintained efficient office supply management systems to ensure continuous availability of necessary materials
- Implemented improved filing and documentation procedures that enhanced departmental efficiency
- Provided comprehensive onboarding support for new staff including preparation of training materials and orientation scheduling
- Conducted regular data verification and quality checks to maintain integrity of company records
- Served as primary point of contact for internal and external administrative inquiries
- Assisted with special projects by conducting research, compiling data, and preparing summary reports

2. **Name of employer** : Estcourt Primary School  
**Position** : Teacher Assistant  
**Date** : December 2020 – April 2021  
**Reason for leaving** : Temporal Position

**KEY RESPONSIBILITIES:**

- Created and maintained organized systems for student records and progress tracking
- Assisted in development and preparation of instructional materials and classroom resources
- Provided technical support during computer laboratory sessions, troubleshooting basic issues
- Facilitated efficient communication between faculty, students, and parents
- Maintained inventory and organization of classroom materials and educational resources
- Supported administrative staff with data entry and record-keeping tasks

3. **Name of employer** : Department of Basic Education  
**Position** : NSC (Grade 12) Examination Assistant  
**Date** : November 2019 – December 2019  
**Reason for leaving** : Temporal Position

**KEY RESPONSIBILITIES:**

- Processed and verified accuracy of examination-related documentation
- Maintained organized systems for tracking and managing examination materials
- Assisted with quality control measures for examination papers and results
- Provided administrative support to examination markers and coordinators
- Handled sensitive examination materials with strict confidentiality

4. **Name of employer** : Department of Basic Education  
**Position** : NSC (Grade 12) Examination Assistant  
**Date** : November 2018 – December 2018  
**Reason for leaving** : Temporal Position

### **KEY RESPONSIBILITIES:**

- Processed and verified accuracy of examination-related documentation
- Maintained organized systems for tracking and managing examination materials
- Assisted with quality control measures for examination papers and results
- Provided administrative support to examination markers and coordinators
- Handled sensitive examination materials with strict confidentiality

5. **Name of employer** : Department of Basic Education  
**Position** : NSC (Grade 12) Examination Assistant  
**Date** : November 2017 – December 2017  
**Reason for leaving** : Temporal Position

### **KEY RESPONSIBILITIES:**

- Processed and verified accuracy of examination-related documentation
- Maintained organized systems for tracking and managing examination materials
- Assisted with quality control measures for examination papers and results
- Provided administrative support to examination markers and coordinators
- Handled sensitive examination materials with strict confidentiality

6. **Name of employer** : Siyanakekela Drop-in Centre  
**Position** : Administrative Clerk  
**Date** : Volunteering position

### **KEY RESPONSIBILITIES:**

- Maintained and updated comprehensive donor and beneficiary databases
- Processed financial documentation including invoices and payment records
- Assisted with budget monitoring and financial reporting procedures
- Prepared official correspondence and organizational communications
- Implemented improved record-keeping systems for enhanced efficiency

## **OTHER SKILLS**

---

### **Computer Skills:**

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Access)
- Google Workspace (Docs, Sheets, Slides, Drive)
- Database Management Systems
- Document Imaging and Scanning Software
- Electronic Calendar Management Tools

### **Language Skills:**

- IsiZulu - Basic (speaking, reading and writing skills)
- English - Basic (speaking, reading and writing skills)
- Afrikaans – Basic (speaking, reading and writing skills)

## PERSONAL COMPETENCIES

---

- Exceptional attention to detail and accuracy
- Strong organizational and time management capabilities
- Professional written and verbal communication skills
- Ability to work independently with minimal supervision
- Adaptable to changing priorities and requirements
- Committed to maintaining strict confidentiality
- Proactive problem-solving approach

## REFERENCES

---

1. **Name** : Mrs. LA Shembe  
**Relationship:** Assistant Director  
**Contact:** 072 595 8247
2. **Name** : Mr. FA Madondo  
**Relationship:** Stock Controller  
**Contact:** 063 098 9349
3. **Name** : Mrs FG Tayiya  
**Relationship:** Teacher  
**Contact:** 073 652 5964

I hereby declare that the details above are true to the best of my knowledge. I do hereby declare that the above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

**Signed:**

**Date:**

---