

Patience Makhananisa

Junior Administration & Data Support

Johannesburg, South Africa | Portfolio: <https://patencemakhananisa.netlify.app>

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Summary

Detail-oriented Junior Administration and Data Support professional with experience in office operations, data capturing, executive support, and reporting. Skilled in managing documents, maintaining databases, coordinating schedules, and supporting operational workflows. Currently strengthening Excel and data skills through continuous learning.

Skills

- Administrative Support
- Microsoft Excel (Basic–Intermediate)
- Email & Calendar Management
- Customer & Stakeholder Support
- Data Capturing & Validation
- Document Control & Filing
- Meeting Minutes & Reporting
- Data Accuracy & Attention to Detail

Professional Experience

Executive Support – Department of Water Services

- Served as point of contact between executives, staff, and external stakeholders.
- Prepared meeting agendas, presentations, and accurate minutes.
- Managed executive emails and calendars to ensure efficient scheduling.
- Maintained confidentiality when handling sensitive documentation.
- Assisted with internal reporting and performance data tracking.

Admin Assistant – Department of Water Services

- Supported daily office operations including filing and data management.
- Captured, updated, and maintained accurate administrative records.
- Handled correspondence and drafted official documents.
- Provided frontline support and redirected inquiries efficiently.
- Contributed to improving administrative workflows.

Certificates

- Microsoft Excel - EduCourse
- Data Entry Introduction - EduCourse
- Intro to Administration - Alison
- Outlook Quick Tips - LinkedIn Learning
- Intro to Human Resources Management - Cursa
- Core Computer Skills - Avuxeni Academy
- Knowledge to Admin Assistant - Cursa

Additional Competencies

- Time Management & Prioritisation
- Attention to Detail
- Adaptability & Learning Agility
- Problem Solving & Critical Thinking