





# KEKETSO MATHALA

OFFICE ADMIN / MANAGER

-  073 806 3709
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-  Westdene, Bloemfontein
-  keketso.netlify.app

## PROFILE

B.Sc. IT graduate with a background in office administration and sales, showcasing strong analytical, communication, and organizational skills; increased sales by 15% as a merchandise reseller through targeted online marketing, demonstrating confidence in swift technology adaptation and a commitment to contribute value to your team.

## SKILLS

- Web Design
- Design Thinking
- Sales and Budget Management
- Front End Coding
- Problem-Solving
- Computer Literacy
- Microsoft Office e.g. Excel, Word
- Strong Communication

## EXPERIENCE

### OFFICE ADMIN/MANAGER

WinPro Financial Services

2022 - Present

- Streamlined office operations.
- Managed clerical tasks with precision, ensuring organized documentation.
- Led payroll data entry and processing, ensuring accuracy and compliance for a team of 15+.

### MERCHANDISE RESELLER

YOCO

2021-2022

- Negotiated successful sourcing and resale of merchandise.
- Managed inventory and implemented effective marketing strategies.
- Provided exceptional customer service, fostering long-term client relationships.

## EDUCATION

### GRADE 12

Kananelo Senior Secondary

2020

### BACHELOR OF SCIENCE IT

Richfield Graduate Institute

2021 - 2023

## CERTIFICATES

**SALES**, SpecCon Holding (Pty) Ltd, 2024