

CURRICULUM VITAE OF MANTE PONJO MOHLALA

PROFESSIONAL SUMMARY

Detailed-oriented BA Psychology and HR Management graduate offering strong organizational, communication, and administrative support skills within remote work environments, with a strong willingness to contribute and learn. Able to manage schedules, documents and office task while maintaining professionalism. Seeking an opportunity to contribute to a dynamic team in an administrative or remote support role.

PERSONAL INFORMATION

Surname: Mohlala

First Names: Mante Ponjo

Gender: Female

Date Of Birth: 1999 – 07 – 04

Email: Nadimante@gmail.com

Cellphone Number: 068 568 3399

Nationality: South Africa

Health: Good

Criminal Record: none

EDUCATION AND QUALIFICATIONfNS

2019-2023 Eduvos Institute, Midrand, Gauteng

- **BA Psychology and Human Resources**

2017 Northern Academy High School, Polokwane, Limpopo

- **Matric (NCS)**

EXPERIENCE

2024-Present

Administration Clerk

Traditional Leadership Office – Limpopo

- Managing community documentation
- Assisting with meetings schedules
- Supporting administrative tasks for local community matters
- Maintaining organized documentation and reports
- Handling inquiries as well as handling communication from community members

SKILLS

- Proficient in Microsoft Suites, Word, Excel, PowerPoint and Outlook.
- Positive attitude
- Collaborative
- Communication and interpersonal
- Email and remote communication tools
- Attention to detail

REFERENCES

Available on request