Ruth Madiba

ADMIN

OBJECTIVE

Detail-oriented and resourceful administrative professional with a strong commitment to organizational efficiency and client service. Seeking to contribute my skills in office coordination, data management, and communication to support smooth operations and team success. Eager to bring proactive problem-solving and a positive attitude to a dynamic work environment.

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madibaruth@gmail.com

Tembisa, Gauteng

LANGUAGES

English : Professional
S Sotho : Native
Isizulu : Native
Afrikaans: Elementary

SKILLS

-Problem solving
-Research
-Bookkeeping (beginner)
-Adaptability
-Customer service

WORK EXPERIENCE

01/11/2024
31/08/2025
Johannesburg

PRIME INVESTIGATIONS & RECOVERIES (PTY) LTD
Internal agent/adminisrator
Tasks :
- Coordinating recruitment and onboarding
- Liaising between departments and senior management
- Handling client queries and correspondence/debt collection

01/06/2022
30/06/2023
Johannesburg

CITY OF EKURHULENI: CCC – REAL ESTATE
Intern - Project administrator
Tasks :
- Performed administative duties for the office
- Filing documents and maintaining records
- Supporting project teams with admin tasks

01/11/2019
30/04/2022
Johannesburg

AFFLUENCE OAK (PTY) LTD
Business administrator
Tasks :
- Scheduling meetings and managing calendars
- Maintaining office systems and supplies
- Organizing company events or team-building activities

EDUCATION

2020
Pretoria
Batchelor in Business Administration
IIE Rosebank College

2016
Pretoria
Higher Certificate in Business Management
IIE Rosebank College

SOFTWARE

Microsoft Office

PowerPoint

Word

Sage accounting

ATTRIBUTES

- Ethical and honest
- Creative & Expressive : problem solving
- Active deadline drive