MOSIA LIEKETSENG CONSTESIA

Block 2273, Unit 552, Affrivillage, Greenhills Ext 03, Randfontein, 1759

081 479 5795 | constesialieketseng1@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented graduate in Public Management with over 3 years of experience in administrative support, finance, and public service. Proven skills in procurement, document control, customer service, and data management. Adept at working in fast-paced environments with strong problem-solving and organizational skills. Proficient in MS Office, Munsoft, and Sirsi.

KEY SKILLS

- Office Administration & Filing
- Procurement & Supply Chain Support
- Finance & Records Management
- Meeting Coordination & Calendar Management
- Customer Service & Communication
- Confidential Document Handling
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Systems: Munsoft, Sirsi
- Time Management & Multitasking
- Travel & Meeting Arrangements

PROFESSIONAL EXPERIENCE

West Rand District Municipality - Finance Intern

Randfontein | June 2023 - March 2025

Key Responsibilities:

- Handled general administrative tasks: document filing, binding, and correspondence via Outlook

- Managed incoming calls and assisted with customer queries

- Prepared and sent meeting invites; maintained attendance registers

- Operated office equipment (scanner, photocopier, binder)

- Procured goods and services: retrieved tender documents, compiled purchase orders and quotations

- Handled confidential documents and delivery notes

- Assisted with MPAC: scheduling meetings, drafting agendas, filing reports, supporting council planning

Randgate Library - Rand West City Local Municipality - Library Assistant

Randfontein | Jan 2012 - Feb 2013

Key Responsibilities:

- Registered new patrons and issued library materials

- Reshelved returned books and maintained catalog order

- Educated patrons on using library systems and digital tools

- Delivered exceptional customer service and resolved patron queries

EDUCATION

Western College TVET (WESTCOL)

Public Management National N Diploma | Completed 2024

- Public Administration N4-N6

- Public Finance N5-N6

- Public Law N6

- Entrepreneurship & Business Management N4-N5

- Municipal Administration N5-N6

- Management Communication N4

- Computer Practice N4

Mohlakeng ABET Centre

National Senior Certificate (Matric) | Completed 2018

Subjects: English, Setswana, Mathematical Literacy, Geography, Life Sciences

CERTIFICATIONS

Receptionist Short Course - EduCourse Online | Completed: 26 Oct 2023

- Handling calls, appointments, guests, and mail

- Filing documents, managing ad-hoc tasks, travel planning

REFERENCES

Mr. Goitsimodimo Mandona

Logistics & Disposal Officer, West Rand District Municipality

011 411 5079 / 078 219 7044 | GMandona@wrdm.gov.za

Mrs. Hlarisa Makwala

MPAC Coordinator, West Rand District Municipality

011 411 5221 / 060 977 2829 | HMakwala@wrdm.gov.za

Mr. Frank Mmadi

Librarian, Randgate Library (Rand West City Local Municipality)

012 312 8882 / 076 920 1411