Gomolemo Simelane

Senior Business Associate | Operations & Procurement Support | Administration

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📍 Gauteng, South Africa

🌟 PROFESSIONAL SUMMARY

Business operations and procurement support professional with experience progressing into a **Senior Business Associate** role within a high-volume international workforce environment. Holds a **Bachelor of Commerce in Law** with a major in **Human Resource Management**. Experienced in managing operational processes, documentation, compliance requirements, and e-procurement systems while ensuring accuracy and efficiency.

Skilled in data administration, workflow coordination, reporting support, and maintaining organised records. Recognised for strong attention to detail, problem-solving abilities, organisation, and the ability to collaborate effectively across teams to support business operations.

💼 CORE SKILLS

📌 Operations & Procurement
• E-Procurement Systems & Process Support
• Documentation & Compliance Management
• Operational Workflow Coordination
• Data Administration & Record Management
• Process Improvement Support

💻 Administrative & Systems
• Microsoft Office Suite
• Digital Filing & Database Management
• Reporting & Data Accuracy
• System Monitoring & Maintenance

⭐ Professional Strengths
• Attention to Detail
• Team Collaboration
• Problem Solving
• Time Management & Organisation
• Adaptability in Fast-Paced Environments

🚀 PROFESSIONAL EXPERIENCE

Senior Business Associate
🏢 TalentHub International – Pretoria, South Africa
📅 June 2026 – Present

• Provide advanced administrative and operational support within a high-volume international workforce environment.
• Manage and maintain accurate documentation records across internal compliance and e-procurement systems.
• Oversee data administration processes including document verification, uploads, tracking, and record maintenance.
• Support workflow coordination by collaborating with internal teams to ensure timely processing and approvals.
• Monitor system records and documentation accuracy to maintain compliance with client and regulatory requirements.
• Identify and resolve documentation discrepancies to improve operational efficiency and maintain data integrity.
• Assist with reporting activities, record analysis, and operational administration.
• Maintain organised digital filing systems and ensure information accessibility for stakeholders.
• Support process improvements to promote efficient and consistent workflows.

Business Support Associate
🏢 TalentHub International – Pretoria, South Africa
📅 April 2025 – May 2026

• Provided administrative and operational support within a high-volume international workforce environment.
• Managed documentation records across internal compliance and e-procurement systems.
• Completed accurate data capturing, document uploads, and record tracking.
• Coordinated with internal teams to support timely processing and workflow approvals.
• Monitored documentation accuracy and maintained organised digital records.

Retail Assistant (Casual)
🏢 S&K Showroom Pty Ltd
📅 2018

• Assisted customers with product enquiries and selections.
• Operated point-of-sale systems for transactions, exchanges, and returns.
• Supported stock control, merchandising, and store organisation.
• Worked collaboratively with the team to maintain a positive customer experience.

🎓 EDUCATION

Bachelor of Commerce in Law
Eduvos | 2022
Major: Human Resource Management

National Senior Certificate
Sisekelo High School, Eswatini | 2017

🌍 LANGUAGES

GB English – Fluent
ZA Afrikaans – Basic

📎 REFERENCES

References available upon request.