

Mathapelo Motsapi

Admin / Personal Assistant

PERSONAL INFO

ID CARD
Not disclosed

DATE OF BIRTH
30/04/2004

NATIONALITY
South African

GENDER
Female

MARITAL STATUS
Single

EMAIL
Bettymotsapi@gmail.com

PHONE NO
0727678998

ADDRESS
Not disclosed

SKILLS

- Computer literacy
- Communication
- Power point
- Excel
- Data Analyst

SOCIAL LINKS

Not disclosed

OBJECTIVE

Experienced admin with admission to Bachelors degree seeking growth-oriented position.

EMPLOYMENT HISTORY

Call Center Agent

Homemark (Pty)LTD — Mar 2023 - Oct 2023
Johannesburg
Consistently met and exceeded sales targets with strong persuasion abilities.

Administrator

Super Fast Loans — Aug 2024 - Ongoing
Johannesburg
Provided excellent customer service and resolved issues efficiently.

Warehouse Assistant

The Crazy Store — Nov 2023 - Jul 2024
Johannesburg
Managed inventory and organized warehouse space for efficient product storage.

EDUCATION

Masithwalisane Secondary School
Matric Certificate — Jan 2018 - Jan 2022
CGPA/Percentage — Not disclosed

Alison
diploma in phlebotomy — Sep 2024 - Mar 2025
CGPA/Percentage — 85%

Alison
certificate mental disorder — Oct 2024 - Mar 2025
CGPA/Percentage — 80%

INTEREST

Reading
Writing
Traveling
Gardening