KAMOGELO DLAMINI

Tembisa, Gauteng
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PROFESSIONAL SUMMARY

Organised and detail-oriented Business Management N6 graduate with hands-on experience in administration, data capturing, scanning, and document preparation. Experienced in fast-paced environments including digital services and retail. Strong ability to maintain accurate records, manage confidential information, and deliver excellent customer service. Reliable, adaptable, and eager to contribute positively to organisational efficiency and team success.

KEY SKILLS

- Data Capturing, Scanning & Document Prepping
- Office Administration & Record Keeping
- Strong Attention to Detail & Accuracy
- Microsoft Word, Excel & PowerPoint
- Digital Filing & Document Management
- Customer Service & Client Communication
- Time Management & Multitasking
- Team Collaboration
- Problem Solving
- Cash Handling & Basic Inventory Control

PROFESSIONAL EXPERIENCE

Data Capturer – Scanco Digital Services, Gauteng

- Captured high volumes of data accurately and efficiently
- Scanned and prepped documents for digital processing
- Verified information for accuracy before submission
- Maintained confidentiality of sensitive company and client information
- Organised physical and digital files for easy retrieval
- Worked under deadlines to meet daily productivity targets

Administrative Assistant – San Internet Café CC, Tembisa, Gauteng (Jan 2022 – Jun 2023)

- Coordinated daily administrative duties including filing, record keeping, and document preparation
- Captured data accurately using Microsoft Word and Excel
- Answered calls professionally and assisted walk-in clients
- Managed cash transactions and monitored basic inventory
- Supported team productivity by training new staff members
- Maintained organised workspaces to improve operational efficiency

Shop Assistant – Kwik Spar Ltd, Kempton Park, Gauteng (Dec 2021 – Jan 2022)

- Delivered friendly and efficient customer service
- Ensured shelves were fully stocked and visually appealing
- Assisted with store organisation during high-traffic periods

- Helped maintain cleanliness and professional store presentation

EDUCATION

- Business Management N6 — Ekurhuleni West College (Completed 2025)
- Digital Literacy Certificate — NEMISA (2022)
- National Senior Certificate (Matric) — Hoërskool Birchleigh (2021)

ADDITIONAL INFORMATION

- Languages: English, Afrikaans
- Driver’s License: Code 10
- Availability: Immediately available
- Leadership: Student Council Representative
- References: Available on request