CURRICULUM VITAE

OF

GOMOLEMO NELLY MASEMULA

CONTACT DETAILS

Gomolemo Nelly Masemula

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Residential Address: 4668 Malandela street, Tsakane 1550

PROFILE

Experienced Administrative Clerk and Customer Service Agent with strong organizational and communication skills. Skilled in record keeping, data capturing, and office support. Currently studying Philosophy, Politics, and Economics, with a diploma in Public Relations. Reliable, detail-oriented, and dedicated to supporting efficient office operations and excellent customer service.

EDUCATION

Bachelor of Arts in Philosophy, Politics and Economics **(In Progress)**

Diploma in Public relations – **Completed 2024**

Certificate in Data Capturing – **Completed 2018**

Grade 12 Certificate – **2012**

Skills

- Oversee office procedures, delegate tasks, and meet deadlines.
- Manage correspondence, calls, emails, and greet visitors.
- Schedule meetings, coordinate events, and maintain calendars.
- Monitor supplies, arrange repairs, and ensure office security.
- Support HR with onboarding and record-keeping.
- Organize and keep physical and digital records confidential.

WORK EXPERIENCE

- **Ward/ administration Clerk (2019- 2020)**
  Pholosong Hospital
  Contact details: Matron K Makgoba 011 812 6765

- **Customer Service agent (2018)**
  Kenya Airways
  Contact Details: Michele 078 1988 185

- **Passenger Handling agent (2015-2016)**
  SA Airlink
  Contact Details: MO 072 200 9787

PERSONAL DETIALS

- Date of Birth: 25 July 1994
- Nationality: South African
- Driver’s Licence: Code 10
- Health Status: Good
- Marital Status: Single