Gomolemo Simelane

Senior Business Associate | Operations & Procurement Support | Administration

+27 76 453 8450 | gomolemosimelane@gmail.com | 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

English – Fluent | Afrikaans – Basic

REFERENCES

References available upon request.