MASTAR MATHEBULA

CURRICULUM VITAE

PERSONAL INFORMATION

Phone Number: 072 922 5881/ 073 125 9201
Email Address: mastarmathebula@gmail.com
Location: 113 Tukakgomu village
Steepoort Limpopo Province

PROFILE

A highly motivated and results-driven administrative professional with experience in clerical support, customer service, and office management, skilled in handling multiple tasks efficiently under pressure while maintaining excellent organizational and problem-solving abilities. Adapt at utilizing Microsoft office tools, managing documentation, and coordinating office operations. Strong interpersonal and communication skills, with the ability to build positive relationships with colleagues, clients and suppliers. Thrives in team settings and independent role, demonstrating reliability, adaptability, and professionalism in fast-paced environments.

PERSONAL DETAILS

Surname	: Mathebula
Name	: Mastar
Date of birth	: 10 May 1998
Gender	: Male
Nationality	: South African
Driver's License	: C1 (code 10)
Notice Period	: Immediately

SKILLS& COMPETENCE

- Filling& Records management
- Microsoft office suite (Excel, Word, Outlook, Power-point
- Report writing& Documentation
- Invoicing& Data Entry
- Excellent communication& Interpersonal skills
- Time management& Multitasking
- Professionalism& Attention to Details
- Customer Service Excellent

EDUCATION

Tshwane University of Technology- Dip in Public Management | 2021

Matimu High School- National Senior Certificate (G12) | 2017

Nyanisi Security Service- Grade B Security Certificate | 2024

Love-Life- Cyber Y's Computer Program | 2018

WORK EXPERIENCES

1. **Job Title**: Security Guard (Patrol-Person) - 09 January Till to date

Phoenix Flying Squad, Valterra Platinum (Mototolo)

Key Responsibilities

- Monitoring Access control of vehicles and people as a daily routine in a mine premises

- Ensuring the Safety of workers at the mine while conducting hourly patrol and reporting suspicion activity in different site.

2. **Job Title**: Education Assistant (Care and Support) / 02 June 2025- 30 November 2025 (6 Months)

Shikhati Primary School, Khujwana Village

Key Responsibilities

- Support with linkages and referrals learners that need PSS interventions, through the School Based Support Team guidance.
- Reporting to the School Based Support Team on the learner experiencing challenges for further interventions.
- By Compiling and keep records of the identified learners in need of support maintain confidentiality
- Identify and follow up learners that dropped out of School and late comers

3. **Job Title:** Dispatching And Receiving Clerk / November 2024- December 2024 (02 Months)

Beyond HR Consulting pty ltd Learnership, Tzaneen
Key responsibilities

- Performing inventory management tasks, such as counting, reconciling and reporting
- Following safety procedures and protocols to ensure a safe working environment
- Storing and stocking received materials, goods or supplies
- Verifying orders for accuracy and completeness

4. **Job Title:** Public Administration Internship /October 2023 – September 2024 (12 Months)

Greater Tzaneen Municipality, Tzaneen Township
Key responsibilities

- Data Capturing and Filling license documents.
- Explaining and Clarify procedure to the enquire and establish details in license department.
- Ensuring the accurate capturing of relevant information.
- Re-arrange of driver's license & render collection of licenses.
- Helping customers to complete specified document regarding renewals, deregister, register and Transfer of vehicle.
- Adhere to rules and regulation of national road in terms of traffic acts.
- Able to render service in terms of municipal bylaws

5. **Job Title:** Administration Assistant /March 2023 – September 2023 (8 Months)

Power Training (Ltd) pty. [Security Company], Letsitele
Key responsibilities

- Organizing lecture lesson of trainee securities
- Maintaining accurate and up-to-date records, databases, and filling.
- Handling phones calls, emails and messages, responding to queries and directing calls to relevant personnel.
- Providing support and assistance to clients, answering questions and resolving issues.
- Coordinating appointments, collecting certificates, meetings and schedules for security

6. **Job Title**: Experiential Learning **/02/02/2022- 06/05/2022** (3 Months)

Mankweng Hospital, Mankweng
Key responsibilities

- Policy analysis, management skills and development, management skills
- Service delivery and logistics management skills and human resource management skills. Financial management and Procurement skills

- Ethics management skills and Public organizational management skills.

7. **Job Title**: Volunteering (Admin)/Nov 2017- January 2019 (12 Months)

Bawula Communication (Internet Café), Khujwana
Key responsibilities

- Help customers with the use of computers, applications, and internet usage.
- Respond to customers who encounter error massages while accessing websites and emailing.
- Assisting customers with downloads printing, scanning, attaching, and emailing documents.
- Monitor use of computer, media equipment, printing equipment and other machines to ensure compliance with café policies applicable laws and regulations.
- Sell computer accessories, stationery and other cyber related goods and services while providing advice to customers on care and usage.
- Troubleshoot hardware, terminals, software, and connectivity issues.
- Track customer's time and charges at computer terminal and keep daily records.
- Clean computer areas, tables and keep the premises neat and tidy.
- Operate the various printing machinery in the cybercafé including heat press machines and screen printers.

REFERENCES

Mr. Wessel
Phoenix Flying Squad Manager | Valterra Platinum (Mototolo)
Contact: **013 230 4528**

Mr. Mogale F
HOD | Shikhati Primary School
Contact: **082 830 7079**

Mrs. Nomvela K.H
(Supervisor (Licensing Division) |Greater Tzaneen Municipal
Contact: **015 307 8000/ 071 865 4555**

Mr. Ndobela N
Supervisor | Power Training Line (Security Office)
Contact: **015 345 1128/ 071 162 6945**

Mrs. Tloane M.M
Registry Clerk (Leave Records) | Mankweng Hospital
Contact: **015 281 1038/ 082 043 0671**

Mrs. Hattingh A
Manager |Beyond HR Consultant pty ltd
Contact: **083 285 4454**