

Refilwe Roseline Moteane

ADMINISTRATIVE INTERN

Phone: 078 232 5445 | Email: refilwengobeni90@gmail.com | Johannesburg, Gauteng

PROFILE

Results-driven Administrative Professional with experience in office administration, data capturing, record keeping, and administrative support. Successfully completed a 12-month YES programme at the SANBI- National Zoological Gardens, where I developed strong skills in document management, reporting, inventory control, and Microsoft Office applications. Highly organized, detailed-oriented, and committed to delivering excellent administrative support in professional environments.

WORK EXPERIENCE

Administration Intern (YES Programme) Centre for Conservation Science – SANBI National Zoological Gardens

August 2026 – May 2026

- Captured and updated data using Microsoft Office.
- Managed filing and record-keeping systems.
- Assisted with stock control and inventory.
- Maintained accurate administrative documents.

Physical Education Coach

Crestview Primary School

October 2022 – August 2023

- Conducted physical education activities for learners.
- Promoted teamwork and participation.
- Supervised learners during sports activities.

Assistant Teacher

Crestview Primary School

March 2021 – August 2023

- Assisted with classroom administration.
 - Maintained learner records and academic marks
 - Supported teachers with daily activities.
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EDUCATION

- **Further Education and Training Certificate:** Generic Management South West Gauteng College NQF level 4
 - **National Senior Certificate** Eldomaine High School
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KEY SKILLS

•Administrative Support, Record Keeping, Microsoft Word, Filing & Document Management, Microsoft Excel, Inventory & Stock Control, Microsoft Outlook, Time Management, Data Capturing, Communication Skills

Certifications

- Microsoft Word –Mzansi Digital Learning (2025)
 - Microsoft Excel – Mzansi Digital Learning (2025)
 - Thandulwazi ECD Fundamentals Programme (2023)
 - Skills Training Programme – Vumilia Africa
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REFERENCES

Nomalungelo Mdolomba Lab Manager – National Zoological Gardens

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