

Tebogo Shoun Malatji

Contact Information:

Email: Shauntebogo33@gmail.com

Cellphone: 063 494 9854

Driver's License: Code 10 (C1)

Address: Pretoria, Gauteng, 0002

Professional Objective:

To secure a challenging role utilizing my coordination, computer practice, administrative, and general skills.

Education:

- Public Management N6, Western Tvet College, 2022-2024
- Grade 12, Lepato M High School, 2015-2020

Skills:

- Customer Service: Excellent customer engagement
- Teamwork: Ability to work effectively in a team environment
- Office Administration: Maintained accurate records and ensured smooth office operations
- Safety protocols: Understanding of safety procedures and regulations
- Attention to detail: Attention to detail to ensure high-quality workmanship
- Communication Skills: Strong verbal and written communication

Work Experience:

Coordinator and Administrator Nando's, 01 January - 31 August 2025

- Coordinated daily operations, managed teams, and ensured excellent customer service
- Improved team efficiency by streamlining processes and procedures
- Managed administrative tasks, including scheduling, record-keeping, and communication

References:

- Mr. Happy Baloyi, Educator's Assistant, 084 466 9248
- Mr. Rabothata, Public Law Lecturer, 072 999 4612
- Mr Mahlo, Class Teacher, 078 111 6328

