



Nompumelelo Jamjam

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am interested in administrative roles where I can use my organizational, communication, and problem-solving skills to support teams and ensure smooth office operations. I'm open to positions like office administrator, typist, administrative assistant, or clerical support. I am highly organized, detail-oriented, and reliable. I work well under pressure, have strong communication skills, and enjoy helping others by keeping tasks and processes running efficiently. I am also eager to learn and adapt to new systems or challenges.

Preferred occupation **Tender Administrator**
Typist
Administrative jobs

Preferred work location **Bloemfontein**
Free State

Contacts and general information about me

Day of birth **1997-08-13 (28 years old)**

Gender **Male**

Residential location **Bloemfontein**
Free State

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2023.03 iki 2025.02**

Company name **Re Tshepeng Holdings**

You were working at: **Administrators**

Occupation **Tender Administrator**

What you did at this job position? **Prepared and submitted compliant tender responses. Analysed tender requirements to ensure eligibility and compliance. Attended tender briefings to clarify specifications. Maintained compliance documents (CSD, tax clearance). Managed the tender register and tracked outcomes. Drafted professional correspondence and reports. Provided administrative and records management support.**

Education

Educational period	nuo 2025.02 iki 2026.01
Degree	Honours
Educational institution	University of Pretoria
Educational qualification	Bachelor of Administration
Educational period	nuo 2018.02 iki 2020.12
Degree	Degree
Educational institution	University of Free State
Educational qualification	Bachelor of Administration

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	basic	basic	basic
Sesotho	fluent	fluent	fluent

Computer knowledge

I am proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook, and have experience with digital file management, data entry, and document preparation. I am comfortable with internet research, email correspondence, and using administrative software to support office operations efficiently. I am a fast and accurate typist and can organize and maintain both digital and physical records effectively.

Conferences, seminars

I have attended the Competition Law Compliance program at UCT Law in April 2025 and the RFQ Training for Beginners with Bid Consultancy in July 2024."

Additional information

Driver licenses	None
Salary you wish	8500 - 12000 R per month