



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	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

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