



# Gugu Buthelezi

---

## Summary:

Motivated and detail-oriented individual with a sturdy academic background and a desire to excel in an administrative role. Possessing a National Senior Certificate with an average of 79%, and a commitment to ongoing learning and professional development. Eager to apply my skills and abilities to work well in any circumstances to support the smooth running of an office.

## Education

### **Ladysmith High School (2017)**

- Average: 79%

## Skills:

- Strong organizational and time management skills
- Proficient in Microsoft Office Suite (Word and Excel)
- Strong verbal and written communication skills
- Strong numeric ability
- Ability to work well under pressure and meet tight deadlines.
- Good attention to detail and accuracy
- Proven ability to work independently and as part of a team.
- Strong problem-solving skills

## Activities and Interests

- Volunteer work at a preschool in Pretoria (2019)
- Frontend development

## References

[Available upon request.]



0849126410



gugubuthelezi7@gmail.com

