

KHAYALETHU SHEZI

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Administrative professional with strong organizational skills, attention to detail, and a proactive approach to supporting daily operations. Experienced in managing office workflows, coordinating team communication, and handling administrative tasks in fast-paced environments. Skilled in multitasking, problem-solving, and using tools like Microsoft Office and digital communication platforms. Known for professionalism, adaptability, and a willingness to learn. Seeking a long-term role in administration or operations where I can contribute to team efficiency and growth.

WORK EXPERIENCE

Assistant Event Coordinator | U4ria Experiential | July 2024 - February 2025

- Admin duties
- Activation/event preparation, setup, planning & execution
- Recordkeeping
- Scheduling
- Data entry
- Filing & documentation

Event Table Bookings Manager | PHola Party | November 2022 - January 2025

- Table bookings enquiries (calls & texts)
- Table bookings admin
- Table allocation & accreditation
- Data entry

Assistant Talent Manager | Dithebe Holdings | November 2022 - March 2024

- Admin
- Data entry
- Calendar Management
- Scheduling
- Talent management
- Client meetings
- Filing & Documentation
- Recordkeeping
- Client & talent liaising
- Invoicing
- Content planning
- Client negotiations

RELEVANT SKILLS

- Management Skills (time & organizational)
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- MS Office Suite
- Problem Solving
- Google Workspace
- Coding

EDUCATIONAL HISTORY

MATRIC CERTIFICATE

Parktown Boys' High School | 2014 - 2018

Subjects chosen: Accounting, Business Studies & History

PUBLIC RELATIONS CERTIFICATE

Passed 2021 | Udemy

Topics covered: Media relations, Digital campaigns & Brand communication.