

Lethokuhle Nothando Mthethwa

F552, Section 6, Madadeni, Newcastle, 2951

082 599 8049 | lethokuhlemthethwa6@gmail.com

Career Objective

RE5-Certified Office Administrator & Broker Assistant with a Financial Management background and over 20 months of experience supporting advisors, brokers, and financial offices. Skilled in administration, client support, compliance tracking, and document processing. Recently passed the RE5 regulatory exam, bringing a strong understanding of the FAIS Act and FSP compliance. Currently enrolled in a practical IT skills programme through PLP Academy, learning web development, Git/GitHub, and programming foundations. Now actively seeking a role in either tech, financial services, or insurance where I can grow, contribute, and help streamline operations using both digital and administrative skills.

Education & Certifications

N6 Certificate in Financial Management

South West Gauteng College, Roodepoort

Completed: 2019 (Diploma pending)

Regulatory Exam RE5 (Representative)

Passed: June 2025

PLP Academy IT Training (in progress)

Web development, GitHub, HTML/CSS, project collaboration

Started: July 2025

Professional Experience

Broker Assistant & Office Administrator

Guernsey Resurgence Asset Management | Mar 2023 - Nov 2024

- Processed documentation for new business applications, Section 14 transfers, and retirement plans
- Responded to client queries and assisted with claims, medical aid, and billing issues

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- Tracked CPD progress for team members and helped prepare annual review reports
- Maintained trust registration records and implemented structured filing systems
- Directed client communications and managed reception duties
- Conducted document audits and coordinated interdepartmental record retrieval
- Prepared RFQs, tenders, and supporting documents for project bids
- Assisted with overall document control and project support tasks
- Managed records clean-up and storage compliance activities
- Processed bond applications and monitored tenant communications
- Prepared invoices, tracked rental payments, and handled maintenance queries

Skills & Strengths

- Office & Records Management
- Client Liaison & Customer Service
- Microsoft Office (Word, Excel, Outlook)
- Regulatory Knowledge (FAIS, FICA basics)
- Team Collaboration & Communication
- Time Management & Multi-tasking
- Analytical Thinking & Attention to Detail
- HTML & CSS (beginner)
- Git & GitHub
- Canva Design Templates

Achievements

- Employee of the Month Nominee - Oracle Brokers
- Certificate of Critical Thinking & Teamwork

References

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Itumeleng Nchwele

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Thandeka Nyembe

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