

LUKHANYO MZANYWA

CONTACT

lukhanyomzanywa@outlook.com

081 431 2307

34 Bluebird Riverlea Ext 3

EDUCATION

ENVIRO PARKS

ICT User Based
Computing Certificate
(NQF Level 4)
2024

GOOGLE DIGITAL SKILLS AFRICA

Fundamentals of Digital
Marketing
2022

EXPERIENCE

ADMIN

(2023 – 2024)

- Handled phone calls, typed letters and reports, created invoices and quotation for potential clients
- Managed diary schedules, organized meetings and took meeting minutes
- Provided technical support

SKILLS

ICT & Computing: GUI-based applications (Word Processing, Spreadsheets, Presentations, Email)

Digital Marketing: Google Garage Certified (SEO, Social Media, Online Advertising)

Website Managment: Basic Content updates, and domain handling using platforms like canva, wordpress & Wix

Trouble shooting

UDEMY

Project Planning
Using Primavera P6
2022

KIBLER PARK SECONDARY

Fundamentals of Digital
Marketing
2022

References

Yanga Balintulo
078 628 2390
Billing Manager & Admin
Orison Media