

MAMPHO NONTANDO NHLENGETWA

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Daveyton, 1520, South Africa

Professional Summary

Motivated and detail-oriented Business Administration graduate (NQF Level 4) with hands-on experience in office operations, data management, and administrative support. Skilled in communication, organization, and Microsoft Office tools. Proven ability to coordinate multiple administrative tasks, maintain accurate records, and support business operations effectively in fast-paced environments.

Core Skills

- Office Administration & Coordination
- Data Entry & Record Management
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Communication & Interpersonal Skills
- Time Management & Problem Solving
- Report Preparation & Filing Systems
- Customer Service & Team Collaboration

Education

Business Administration (NQF Level 4)

Sparrow FET Enterprises Pty Ltd – Feb 2023 to Feb 2024

Key Modules: Office Computing, Communication, Business Finance, Management Services

National Senior Certificate (Grade 12)

Eureka Secondary School – 2022

Subjects: Afrikaans FAL, English HL, Mathematical Literacy, History, Geography, Tourism, Life Orientation

Work Experience

Office Administration Service in Training

Sparrow FET Enterprises (Work Integrated Learning)

Institutions: Dumehlezi Intermediate School (Jan 2024 – Feb 2024), Rivoni Secondary School (Feb 2023 – Jun 2023), Xilembeni Projects (Jul 2023 – Dec 2023)

- Coordinated office operations and managed communication among staff, learners, and parents.
- Supported teachers with administrative tasks such as printing, filing, and distributing materials.
- Maintained accurate pupil attendance records and prepared summary reports.
- Managed office supply inventory and processed replenishment requests.
- Organized and maintained filing systems for student records and staff documentation.
- Assisted with preparing reports, newsletters, and internal communications.

Professional Strengths

- Strong communication and teamwork abilities.
- Excellent organizational and multitasking skills.
- Quick learner with adaptability to new administrative systems.
- Accurate with data entry and document management.

References

Mr. E. Zwane – Programmes Director, Global Solutions in Maths
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