

NOKUBONGA PATIENCE BIYELA

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PROFESSIONAL SUMMARY

I currently hold a National Diploma in Early Childhood Development, obtained from the Durban University of Technology. My academic foundation and work experience in childhood development and administration has given me the opportunity to work in both the private and non-profit sectors. Over a period of 5 years, I have worked across the following practice areas: office administration, psychosocial support, educational activities at a functional school, sourcing of community care workers, educator assistance, human resource oversight, finance resource oversight and asset management. I particularly specialize in early childhood development relations as well as administration.

PROFESSIONAL SKILLS

- Counseling credentials
- Developing and managing ECD programmes
- Knowledge of Occupational Health and Safety Act 85 of 1993
- Knowledge of Health Professionals Act 56 of 1974
- EFDMS Policy
- Administration
- Report writing
- Software proficiency
- Coordination skills
- Oral and written communication
- Clerical duties

EDUCATION

2016	Matric	Richem Secondary School
2018	ND : Early Childhood Development	Durban University of Technology
2019	Certificate of Competence (Early Childhood Development)	Education, Training & Development Practices SETA

EXPERIENCE

Apr 2017 to date

Administrative Clerk/ Receptionist

Inkanyezi Wellness Center

- Office administration
- Maintenance of CEO's daily proceedings
- Travel and accommodation coordination for the CEO
- Screening of phone calls and emails
- Scheduling, attending and taking minutes to meetings
- Liaising with external stakeholders
- Invoicing
- Serve as a point of contact for all finance queries
- Supervisory duties of assets, human and finance resources
- Database management

June 2018 – Nov 2018

Education Practitioner

Paddle Jumpers Pre-School

- Provided learners with psychosocial support
- Identifying learners vulnerable learners
- Sourcing and screening of the community care givers that were further employed by the Dept. of Health
- Assisting educators on site
- Empowering learners with life skills

PERSONAL INFORMATION

Date of Birth

09 May 1997

Nationality

South African

Languages

isiZulu

English

Gender

Female

Criminal Record

None

References

On request (As per POPI Act)