

# **NOZIPO NTIYO**

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in https://www.linkedin.com/in/nozipo-ntiyo-216480169

#### **Objective**

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

#### **Personal Details**

Date of Birth : 16/09/1994
Nationality : African
Gender : Female
Driving Licence : Code 10

## Languages

- Xhosa
- English

#### Education

Walter Sisulu University, Butterworth
 N Dip: Information Technology( Software development)

2019

Ngubezulu Senior Secondary School

2013

Matric Section Secondary Ser

## **Experience**

EOH Umthombo Pty

01/2022 - 05/2022

- Administration clerk
- Auministration clerk
- Retrieve files , Remove Staples and paper clips
- · count documents and create batches
- •Re-Assemble documents
- Sort files into sizes ,Scan documents and Maintain quality control

#### Ntsonyini full Service School

12/2020 - 04/2021

- **Education Assistant**
- Ensure compliance to covid -19 Protocols
- · Maintaining daily attendance record of students to the School
- · Assist Admin recording Student on SASAAMS database
- · Assist with Filing and make copies

## **Skills And Abilities**

- •Customer service and relations •Microsoft Office suite(Microsoft Word, Excel, PowerPoint) Technical Troubleshooting Database Virtualization •Ability to work Independently •Knowledge of Computer System and Software •Able to learn quickly and adapt to change technology
- Strong Communication and customer service skills
   Planning and Organising
   Problem -Solving and Decision Making skills
   Team work
   Self Management
   Interpersonal skills
   Pro-Active and Results Driven
   Process Orientated
- Basic understanding of the department legislation and prescripts Sound Knowledge of Bathi Pele Principles Sort and files for archives and distribution Compile list of documents/Fils to be archived National Archives Act, Batho Pele Principles, Records Management department policies and procedures
- Duties maintain the filing system as per the directives of the archives and records management prescripts •
   Sort and prepare documents for disposal processes as in line with the relevant prescripts.

#### Reference

## • Mthetheleli Draai - HOME Affairs

Supervisor mthetheleli.draai@dha.gov.za 0671913992

## • Sibongile Jikijela - HOME Affairs

Supervisor Sibongile.jikijela@dha.gov.za 0640497541

• Mr Mabengu - Ntsonyini full Service School

Mananger 0735083081