

# Thulile Lucy Malinga

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## **PROFESSIONAL SUMMARY**

Experienced in administrative support and bookkeeping, skilled in database entry and file organization. Strong communication abilities and customer engagement expertise ready to transition into a Data Analyst role. Eager to leverage analytical skills to drive data-driven decision-making and support organisational growth. I am available to work international hours and weekends.

## **SKILLS**

- Data Handling
- Data Cleaning
- Data Analysis
- Data Visualization
- Administrative Support
- Customer Engagement
- **TOOLS** – EXCEL, SQL, TABLEAU, R
- File Organization
- Time Management
- Payroll Administration
- Bookkeeping
- Data Entry
- Office Management

## **EXPERIENCE**

### **OFFICE ADMINISTRATOR**

Henalone (Pty) Ltd, Pretoria, Gauteng, January 2022-Present

- Process invoices and payments
- Answer phone calls and manage inquiries from suppliers and clients.
- Create and maintain filing systems, both electronic and paper-based, to facilitate quick retrieval of documents.
- Manage accounts payable and receivable processes.

### **MULTI-SKILLED CONSULTANT**

First National Bank, Pretoria, Gauteng, September 2013-May 2016

- Developed successful solutions tailored to clients' specific needs.
- Utilized strong communication skills when interacting with clients or colleagues both verbally and written.
- Performed banking transaction for clients, as a bank teller.
- Handled customer queries.

## **EDUCATION**

### **DIPLOMA IN FINANCE AND ACCOUNTING (PUBLIC)**

Tshwane University of Technology, Pretoria  
September 2012

### **GRADE 12**

Suikerland Secondary School, Malelane  
December 2005

## **CERTIFICATIONS**

- Google Cybersecurity Certificate, Coursera, 2025
- Google data analytics professional certificate, Coursera, 2025
- Introduction to Anti-money laundering regulations, Alison, 2025
- Excel verified certificate, Educourse, 2024
- Data entry course certificate, EduCourse 2024
- Basic computer course certificate, EduCourse 2024
- Digital marketing course certificate, EduCourse 2024
- Health and safety, EduCourse, 2024
- Financial Accounting Foundation level, ICB, 2022

## **REFERENCES**

**LALI MALULEKE FNB**

Ops Manager

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**HENRY ERHIAKPORE Henalone**

Managing Director

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