

ANATHI MADLINGOZI

CONTACT

📍 2501 Meke Street
Kwazakhele
Port Elizabeth
6205
☎ 0824306956/0604344642
✉ anathimadlingozi3@gmail.com

SKILLS

- Proficient in administrative duties and office management.
- Strong attention to detail and organizational skills.
- Excellent interpersonal and communication abilities.
- Computer literate with experience in financial systems.

LANGUAGES

Isixhosa - Native
English - Proficiency

OBJECTIVE

Dynamic and dedicated individual with a strong work ethic and a commitment to delivering exceptional results. Proven ability to exceed expectations, adapt to challenging situations, and work effectively both in team settings and independently. Skilled in managing tasks under pressure while adhering to strict deadlines.

EXPERIENCE

Department of Labour

21 September 2023 - 20 December 2023

In-service Training

Conducted filing and captured paysheets with precision.

Managed verification processes and resolved issues effectively.

Oversaw registry functions to maintain accurate records and documentation.

Developed strong communication skills to facilitate collaboration with the team.

EDUCATION

Ndzondelelo high school

10 January 2014 - 09 December 2019

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Walter Sisulu University

15 February 2021- 31 December 2023

Diploma in Public Management

REFERENCE

Mr Odwa. Metu - Department of Labour

Supervisor

Odwa.Metu@labour.gov.za

0736379991

Dr B. Yekani - Walter Sisulu University

Lecturer

byekani@wsu.ac.za

0728512695



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MADLINGOZI

Names:
ANATHI

Sex:
F

Nationality:
RSA

Identity Number:
0007090850087

Date of Birth:
09 JUL 2000

Country of Birth:
RSA

Status:
CITIZEN



Signature:
A. Madlingozi

SUID-AFRIKAANSE POLISIEDIENS

KWAZAKELE

2025 -01- 19

KWAZAKELE

SOUTH AFRICAN POLICE SERVICE

EK SERTIFISEER DAT WIEPDE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN
 DIE OORSPRONKELIKE DOKUMENT, WAT AAN MY VIR WAARNEMING VOORGELE
 IS. EK SERTIFISEER VERDER DAT VOLGENS MY WAARNEMINGS, DAAR NIE 'N
 WYSGING OF VERANDERING OP DIE OORSPRONKELIKE DOKUMENT AANGE-
 BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE
 ORIGINAL DOCUMENT WHICH WAS HANDED TO ME FOR AUTHENTICATION. I
 FURTHER CERTIFY THAT, ACCORDING TO MY OBSERVATIONS, AN AMENDMENT OR A
 CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

A. S. S. S. S.

HANDTEKENING SIGNATURE

MAGSOMMER **RANK**

FORCE NUMBER **RANK**

NAAM IN DRUKSKRIF **NAME IN PRINT**

Conditions:

This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997

If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 80 11 90

Date of Issue:
22 JAN 2019

RSA

109667513







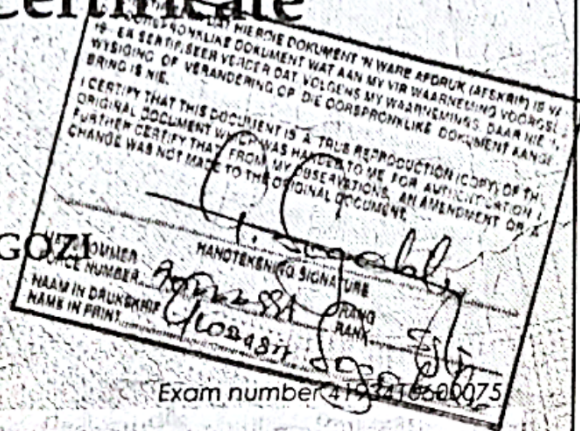
REPUBLIC OF SOUTH AFRICA

National Senior Certificate



Awarded to

ANATHI MADLINGOZI



Identity number 0007090850087

Exam number 41024871 0000075

Subject	%	Achievement level
IsiXhosa Home Language	71	6
English First Additional Language	57	4
Mathematical Literacy	42	3
Life Orientation	57	4
Accounting	40	3
Business Studies	59	4
Economics	49	3

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2019

M. S. LAKHMETSI
Chief Executive Officer

200 4006 9233 H



This certificate is issued without alterations or erasure of any kind



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Council for Quality Assurance in
General and Further Education and Training
South Africa

1016229

CONFIRMATION LETTER OF COMPLETION

ISSUED BY THE

WALTER SISULU UNIVERSITY

Walter Sisulu University is a Public Higher Education Institution in the Higher Education Act, No.101 of 1997 (Republic of South Africa), offering qualifications accredited by the Council on Higher Education in terms of the National Qualifications Framework Act, 67 of 2008 as amended.

This serves to confirm that

ANATHI MADLINGOZI

ID number: 0007090850087

Student number: 221248013

Completed and awarded the following qualification

Qualification name: Diploma in Public Management

Date of completion: 31-DEC-2023

Student Conduct: Satisfactory (behaviour during the period of study, related to student discipline)

As per Walter Sisulu University rules, the certificate remains withheld and will be released to the student once the current outstanding fees owed to the university have been settled.

University Registrar



Dr Lulamile Ntonzima