

Curriculum Vitae of Ntombikayise Mabuza

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Johannesburg, Gauteng

Gender: Female
Nationality: Black African
Language: English, IsiZulu, Setswana

OBJECTIVE

I am a motivated and results-driven Public Relations graduate open to excel in challenging positions in PR where I can utilize my knowledge, skills and experience to contribute to the success of businesses. Offering a strong foundation in business strategy, marketing, digital marketing and SEO along with a proven ability to drive efficiency, I aim to deliver successful outcomes and building as well as maintaining relationships within cross-functional teams and stakeholders.

CORE SKILLS

- Strategic communication
 - Report writing and presenting
 - Digital Marketing & SEO
 - Written, verbal & non-verbal communication
 - Critical thinking skills
 - Proactive and self-motivated
 - Computer literacy (Microsoft word, Adobe, Excel, Powerpoint)
 - Planning & organising
 - Exceptional organisational skills
 - Content writing
 - Time-management skills
 - Social media marketing & management
 - Events Planning
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PROFESSIONAL EXPERIENCE

South African Medical Technology Industry Association (SAMED)

April 2025- Present

Marketing, Communications, & Events intern

- Updating/Adding//Removing details on the Member Database
- Updating/Adding//Removing details on the Stakeholder Database
- Updating/Adding//Removing details on communication Database/list
- Source/Draft content for Member News
- Source/Draft content for LinkedIn
- Collate communications data/statistics/report
- Create Newsletters on Mailchimp
- Design content for LinkedIn on Canva
- Email Marketing to advertise events
- Reminders to register/follow up on speakers/Tracking attendance
- Develop reports

Aurex Constructors

Aug 2023 - Aug 2024

Marketing Assistant

- Developed and implemented marketing strategies for marketing team.
- Assisted with marketing campaigns.
- Managed social media channels.
- Market research, data analysis, content creation, email marketing.

Procurement officer (Work Intergrated Learning)

- Evaluated suppliers, products, and services.
- Evaluated the quality of procured items and resolving any discrepancies with suppliers.
- Managed supplier and vendor relationships, approved purchase orders.
- Developed and maintained strong relationships with vendors, subcontractors, and suppliers.

Eta by Eta Fashion (Part-time/Remote)

Dec 2022 - Dec 2023

Social Media Management

- Brand management.
- Digital marketing & SEO.
- Content & website creation using various platforms e.g Canva, Shopify, Wix.com
- Event & campaign management.

Dorah's Ark Children's Home

Jan 2020 - Jan 2021

Marketing Communication

- Building and maintaining long-lasting relationships with sponsors & donors.
 - Digital marketing.
 - Writing newsletters, reports, blogs and media releases.
 - Planning and organising events.
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EDUCATION & CERTIFICATIONS

Rosebank College **Completed**

National Diploma in Public Relations

Majors: Practice of public relations, Basic principles of Public Relations, Business Management, Communication Sciences

Westridge High School **Completed**

Matric/Grade 12

REFERENCES

Aurex Constructors

Lauryn Joseph
011 203 9600

Eta by Eta

Eta Likukela
0711279419

Dorah's Ark Children's Home

071 074 4563

The South Africa's Medical Technology Industry Association

Nomthi Mnisi
082 251 3342