



NONZUKISO CETYWAYO

📍 East London, South Africa 5201

☎ +27 631842099

✉ cetywayon2000@gmail.com

SUMMARY

Dynamic Project Administrator with proven expertise at Border-Kei Chamber of Business, excelling in compliance management and strategic planning. Adept at enhancing project efficiency through meticulous scheduling and effective communication. Recognized for delivering high-quality project outcomes while fostering teamwork and collaboration across diverse stakeholders.

SKILLS

- Bookkeeping
- Scheduling and planning
- Project reporting
- Compliance management
- Documentation management
- Meeting facilitation
- Data analysis
- Strategic planning
- Problem-solving abilities
- Teamwork and collaboration
- Mind mapping
- Kickoff meetings
- Organizational skills
- Time management abilities
- Active listening
- Verbal and written communication

EXPERIENCE

PROJECT ADMINISTRATOR, 03/2025 - Current

Border-Kei Chamber of Business, East London, South Africa

- Served as single point of contact for project scheduling and changes to maintain oversight while keeping progress on track.
- Verified work compliance with applicable regulations, codes and specifications.
- Developed product specifications, negotiated contracts and managed timelines.
- Maintained electronic inventory of project paperwork, schedules and permits.
- Inspected buildings to determine quality of work and need for corrections to meet project standards.
- Submitted project deliverables to clients, consistently adhering to quality standards.
- Negotiated with project stakeholders or suppliers to obtain resources or materials.
- Protected clients' rights by maintaining the confidentiality of personal and financial information.
- Coordinated meeting room bookings, and arranged catering for meetings and events.
- I took meeting minutes in different committees and shared them with committee members.
- Prepared the payroll spreadsheet and sent it to the payroll service for processing.

RECEPTIONIST, 04/2023 - 03/2025

Border-Kei Chamber of Business, East London, ZA

- Served visitors by greeting, welcoming and directing to appropriate personnel.
- Ensured cleanliness and organization of the reception area to maintain a professional atmosphere.
- Performed clerical duties such as filing, photocopying, transcribing, and faxing.
- Utilized office equipment such as printers, copiers, and fax machines, ensuring they were in good working order.
- Sorted incoming mail and directed to correct personnel each day.
- Kept updated records of office expenses and costs, assisting with budget tracking.
- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Handled customer inquiries and complaints, providing timely and appropriate solutions.
- Greeted and directed visitors to appropriate personnel and answered large number of calls and emails daily.
- Answered and directed incoming calls using multi-line telephone system.
- Coordinated meeting room bookings and arranged catering for meetings and events.

EDUCATION AND TRAINING

MSC Business College, East London, South Africa, 04/2020 - 04/2022
Diploma in Human Resources Management

Milton Mbekela Senior Secondary School, Mthatha, South Africa, 11/2017
Grade 12: Business studies, Tourism, History and Mathematical Literacy

CERTIFICATIONS

- First Aid Talk
- Municipal cleaning

LANGUAGES

IsiXhosa:

English:

DRIVERS LICENSE - TYPE

Code 10

REFERENCES

- Wela Zozo, Regional Manager, SALGA, 076-710-7397, welazozo@yahoo.com
- Juwayda Davids, Accountant, Border-Kei Chamber of Business, 073-338-2717, accounts@bkcob.co.za
- Volenti Robson, Membership Liaison, Border-Kei Chamber of Business, 071-296-6670, members@bkcob.co.za