

RIVONIA NTSAKO MASWANGANYI

Alexandra, Johannesburg, Gauteng
0833438378 | rendzo0206@gmail.com

Experience

- EAST BANK CLINIC** 01/07/2026 - 30/09/2026
Administrative clerk
This practical placement forms part of the academic requirements for completion of the Diploma in Public Management.
 - Manage, organise and maintain patient files and records.
 - Retrieve, update and file patient information accurately and efficiently.
 - Provide day-to-day administrative and clerical support within the clinic.
 - Handle patient information with confidentiality and professionalism.
 - Assist with record keeping and ensure documents are properly organised and accessible.
 - Communicate professionally with patients, colleagues and other stakeholders.
 - Support the smooth operation of the administrative function and complete tasks within required timeframes.

Education

- Ripambeta high school** 2021
Grade 12
National senior certificate
- Walter sisulu** 2023/2026
Diploma in public management
NQF 6

Skills

- Administrative and clerical support
- Patient record and file management
- Good verbal and written communication
- Computer literacy: Ms word, Powerpoint and basic Excel
- Time management and organisation
- Attention to detail and accuracy
- Teamwork and collaboration
- Problem solving and Willingness to learn

Languages

- Xitsonga English

Reference

- N. Makamu - East bank clinic**
Operational manager
0118820905

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

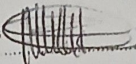
Surname:
MASWANGANYI
Names:
RIVONIA NTSAKO
Sex:
F
Nationality:
RSA
Identity Number:
0206170983087
Date of Birth:
17 JUN 2002
Country of Birth:
RSA
Status:
CITIZEN



Signature:
M. R. Maswanganyi

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17 SEP 2026

ALEXANDRA

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REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

RIVONIA NTSAKO MASWANGANYI



Identity number 0206170983087

Exam number 7210614020113

Subject

Xitsonga Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Agricultural Science
Geography
History

%

65

56

52

65

44

40

50

Achievement

level

5

4

4

5

3

3

4

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RANG / RANK: *CST*

NAAM IN DRUKSKRIEF / NAME IN PRINT: *Mogale*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, 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 2021

M. S. Rakametsi

Chief Executive Officer

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