

MBUTHUMA AMANDA

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PROFESSIONAL SUMMARY

Enthusiastic and dependable BCom graduate in Human Resource Management and Economics with a genuine interest in business operations, marketing support and building strong working relationships. Enjoys working with people, solving problems and contributing to a positive and productive team environment. Able to communicate confidently with both internal teams and external partners while maintaining professionalism and attention to detail. Understands the importance of planning, organisation and managing resources effectively to ensure work is completed on time and within budget. Passionate about finding better and more efficient ways of working, improving processes and supporting business goals through teamwork and collaboration. Comfortable working in diverse environments and committed to promoting inclusivity, respect and strong organisational values. Dedicated to continuous learning and personal growth with a proactive attitude towards taking on new challenges and delivering quality results. Eager to contribute positively to an organisation by supporting strong vendor relationships excellent service deliver and long term business success.

CORE COMPETENCIES

- Time Management
- Research and Analysis
- Effective Communication
- Team Collaboration
- Numeracy and practical math application
- Adaptability and fast learner

EDUCATION

National Senior Certificate

Siyamukela High School

Graduated December 2020

TECHNICAL SKILLS

- Microsoft Office Suite [Word, Excel, PowerPoint]
- Google Workspace (Docs, Sheets, Slides)
- Basic Data Analysis

- Report Writing and Presentation Skills

EXTRACURRICULAR ACTIVITIES

- 2 years' experience as a tutor
- Assisted fellow students with economics. Developed strong interpersonal and communication skills.
- 2 months' experience as an Independent Sales Agent
- Driver's license

LANGUAGES

English: Fluent

IsiZulu: Fluent

REFERENCES

Available upon request.