

NTWANANO SHIRINDA

BCOM Business Management Graduate

066 075 6937 | ntwanano.shirinda@gmail.com

Johannesburg, Gauteng | Available Immediately | South African Citizen | No Criminal Record

PROFESSIONAL PROFILE

Motivated BCOM in Business Management graduate from the University of Venda (Awarded 19 May 2026, Cert No: 8410128830, NQF Level 7) seeking an entry-level Administrator / Office Administrator / Business Management Trainee opportunity in Johannesburg, Gauteng (Boksburg, Benoni, Springs). Equipped with strong theoretical knowledge in business administration, strategic management, project management and operations management. Proficient in MS Office Suite, G-Suite, data capturing and report writing. Detail-oriented, organized and eager to apply academic knowledge in a professional corporate environment.

EDUCATION

Bachelor of Commerce in Business Management | University of Venda | 2022 - 2025

Awarded: 19 May 2026 | Certificate No: 8410128830 | NQF Level 7

Major Modules: Business Management, Strategic Management, Project Management, Operations Management, Marketing Management, Financial Management, Business Administration. Developed skills in business analysis, planning, coordination and data analysis. Research Project: Small Business Management Strategies (2025).

National Senior Certificate (Matric) | Hanyani-Nkuzana High School | 2021

Bachelor's Pass | Umalusi Cert: 220 6196 4043 A | 80% Maths Literacy (7), 73% Accounting (6)

Subjects: Xitsonga Home Language 71% (6), English FAL 58% (4), Mathematical Literacy 80% (7), Life Orientation 67% (5), Accounting 73% (6), Business Studies 71% (6), Economics 60% (5). Demonstrated strong numeracy and commercial acumen.

KEY SKILLS

• Business & Office Administration

Understanding of office procedures, filing systems, data capturing, and administrative support.

• Computer Skills

MS Office: Word, Excel (VLOOKUP, PivotTables), PowerPoint, Outlook | G-Suite: Docs, Sheets, Gmail | Data Capturing & Analysis | Power BI Fundamentals

• Business Management Skills

Strategic Planning, Project Management, Operations Management, Report Writing, Time Management, Attention to Detail, Budget Tracking

• Communication & Interpersonal

Excellent verbal and written communication, active listening, teamwork, customer service, conflict resolution, 4 Languages

ACADEMIC PROJECTS & ACHIEVEMENTS

- Business Management Research Project - University of Venda (2025): Conducted research on small business management strategies, analyzed data using Excel, and presented findings in a comprehensive report.
- Google Data Analytics Certificate: Completed coursework in data analysis, data cleaning, visualization and Power BI fundamentals.
- Volunteer Administrator | Community Outreach Project | Johannesburg, Gauteng | Jan 2024 - Present: Supported operational planning and coordination, managed 100+ beneficiary records using Excel and Google Sheets, prepared business reports and budget tracking for stakeholders.

LANGUAGES

Xitsonga - Native | Tshivhenda - Fluent | English - Fluent (Professional) | IsiZulu - Fluent

ADDITIONAL INFORMATION

- Availability: Immediately available | Willing to relocate within Gauteng (Johannesburg, Boksburg, Benoni, Springs)
- Interests: Business Operations, Administration, Data Analysis, Continuous Learning
- Documents: BCOM Degree Certificate, Matric Certificate, Google Data Analytics Certificate - Available on Request