

Noluthando Ngobile Mdletshe

Unemployed

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2822 Madrid Drive, Chief
Albert Luthuli Park Benoni,
Gauteng 1501

PROFILE

Motivated and detail-oriented professional with strong communication and problem-solving skills. Experienced in working in fast-paced environments and committed to delivering high-quality results. Quick learner with the ability to adapt to new challenges and technologies.

WORK EXPERIENCE

Jun 2025 - Nov 2025

Education Assistant

Supported curriculum development *Conducted lesson planning *Assisted in creating and grading assessments *Monitored learners progress *Provided individualized support to learners *Adhering to positive learning environment *Managed classroom materials and resources, ensuring smooth daily operations *Attentive listener *Implemented effective communication strategies to engage with learners

Promise Technologies

Jan 2025 - Apr 2025

Receptionist

Managed front desk operations, greeting clients and directing inquiries efficiently. Streamlined visitor check-in process, reducing wait times by 15%. Handled high-volume incoming calls and correspondence with professionalism. Supported administrative tasks, contributing to smooth office workflow.

Black Crown Cleaning Services

May 2024 - Nov 2024

Housekeeper/cleaner

Maintained high standards of cleanliness in a fast-paced retail environment. Ensured customer-facing areas were spotless, contributing to a positive shopping experience. Implemented efficient cleaning routines that reduced task completion time by 15%. Proactively identified and addressed potential hygiene issues, preventing complaints.

Velankosi Full Service School

Apr 2022 - Aug 2022

Education Assistant

Implemented effective communication strategies to engage with learners *Supported diverse learners needs in classroom and small group settings. *Assisted lead teachers with lesson preparation, material organization, and learners supervision. *Attentive to details and Active listening *Fostered positive learning environments and encouraged learners engagement *Contributed to improved student academic progress and rewarded good behaviour and academic progress

EDUCATION

National Senior Certificate

Feb 2019 - Nov 2019

Mondlo Secondary School

Subjects: IsiZulu Home Language, English First Additional Language, Mathematical Literacy, Life Orientation, Geography, History & Tourism

SKILLS

- Effective Communication
- High level of Concentration
- Problem Solving
- Reliable
- Filing And Record Keeping
- Following Health And Safety Procedures
- Handing Inquiries
- Time management
- Ability to stand long hours
- Safety Awareness
- Adaptability
- Data Capturing
- Tutoring
- Multitasking
- Computer Literacy/Microsoft Office
- Team Collaboration
- Work Under Pressure
- Reliability And Punctuality
- Maintain Hygiene Standards
- Literacy Development

LANGUAGES

- English
- IsiZulu

REFERENCE

- **Mrs Mthethwa**
Deputy Principal
Lindumthetho Primary School
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- **Miss Zungu**
Mentor
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- **Boitumelo Modiba**
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