

BN

Bongiwe Nyandeni

Professional Summary

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

WORK HISTORY

Chris Hani Baragwanath Hosotal - Admin Clerk

Jan 2025 - Dec 2025

- Capturing and updating patient information in hospital records. Filling and organizing administration document.

Lukholweni Primary School - Assistant Teacher

Jan 2022 - Dec 2023

- Assisting teachers with classroom management. Helped learners with schoolwork and activities. Prepared learning materials and classroom resources.

Nana's Creche - Volunteering

Jan 2015 - Jun 2016

- Supported early childhood learning activities. Assisted with caring young children.

 0783536083



bongiwenyandeni04@gmail.com



South African



14.03.1995



Female



2397 Masopha Street Orlando
East Soweto 1804

Skills

- Active listening
- Adaptability
- Data analysis
- Decision-making
- Emotional intelligence
- Leadership
- MS Office
- Teamwork
- Research skills
- Communication

Education

Omni Channel - Lead Warming

Jan 2024 - Dec 2024

- Deliberate sequence of pre-outreach activities that prapare cold or low-engagement aspects for sales contract.

Reference

Sir Bonga Luthuli - Principal of Lukholweni Primary School

0733470897 - n/a

- Lukholweni Primary School

Miss NOMSA - Mentor at Chris Hani Baragwanath Hospital

0791848339 - none

- Chris Hani Baragwanath Hospital

Nomusa Ngobese - Nana's Creche

0721877454 - n/a

- Nana's Creche

Samu Mfuphi - Team Leader

0717834535 - n/a

- Omni Channel

Languages

English



Isizulu



Isixhosa



English



Sesotho



University Of South Africa

Higher Certificate in Archives and Records Management

Jun 2023

- Recording all tangible documents then archives it all later.

Amajuba TVET College

N6 Business Management

Dec 2017

- Learning more about SWOT of business and you need strong business plan for your business foundation.

Sesiyabonga Technical College

Matric

Dec 2013

- I completed my mateic and passed it.

Interest

- Art
- Basketball
- Blogging

