

Nonzuzo Sithole

KwesakwaMthethwa Reserve, ward 08,
kwambonambi Empangeni 3880.
0786307990 | nonzuzoewthabi@gmail.com

Objective

A motivated and detail-oriented professional with a Bachelor's degree and practical experience in library and information services. Skilled in information retrieval, records management, cataloguing and classification, research, customer service and computer applications. A reliable and adaptable individual with strong communication, organisational and problem-solving skills, committed to delivering accurate, efficient and high-quality service while contributing positively to organisational goals.

Experience

- University of zululand** March 2025 - July 2025
Library Assistant -(WIL Practicals)
 - Shelving and shelf-reading library materials.
 - Assisting library users to locate books and other information resources.
 - Assisting with circulation services, including issuing and returning library materials.
 - Processing and preparing newly received books for shelving.
 - Checking the correct arrangement and location of library resources.
 - Maintaining an organised and user-friendly library environment.
- Richards Bay library** June 2024 - July 2024
Information Assistant- (WIL Practicals)
 - Assist users in finding, accessing and retrieving information.
 - Conduct information searches using databases, catalogues and online resources.
 - Capture, update and maintain information and user records accurately.
 - Assist with filing, indexing, classification and cataloguing of information resources.
 - Guide users on how to use electronic resources and information systems.
 - Respond to enquiries through verbal, written or electronic communication.

Education

- Balondo High school** 2021
NSC Grade 12
- University of Zululand** 2025
B Hons Library and Information science
Completed

Skills

- MS Office proficient
- Administrative skills
- Verbal and written communication skills
- Teamwork and Time management
- Customer service and user support
- Problem solving and adaptability
- Attention to detail
- Records and Information management

Reference

- **Dr NN Buthelezi - University of Zululand**
Lecturer
ButheleziNN@unizulu.ac.za
0359026102
- **Mr M Hadebe**
Mentor
0833831449

Additional Information

Professional Member of LIASA
Certificate of Computer literacy, proficient in MS Office.