

LIHLE NDODANA

409 Jiyane Street, Skhosana Section, Katlehong, 1431 | 068 682 7598 / 076 873 8483 | lihlendodana6@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented individual with a completed N4 Certificate in Financial Management. Practical experience in administration, customer service, data collection, and teamwork gained through YearBeyond and KFC. Proficient in Microsoft Office, Excel, Word, and Pastel Sage, with strong organisational, communication, and problem-solving skills. Seeking an internship, learnership, or entry-level finance/administrative role to develop professional skills and contribute to an organisation's success.

EDUCATION

Financial Management N4 West Coast TVET College, Malmesbury	2023
Matric (Grade 12) Desmond Mpilo Tutu Secondary School	2022

EXPERIENCE

Life Skills Facilitator | YearBeyond (YeBoneer) *Jul 2025 - Oct 2025*

- Facilitated weekly life-skills sessions to help learners develop social and emotional skills.
- Assisted educators with daily administrative and classroom activities.
- Organised and ran after-school programmes, coordinating engaging activities for learners.
- Maintained accurate learner attendance records and collected programme data to prepare reports.
- Worked effectively within a team to support school programmes.

Team Member | KFC Paarl Mall *Nov 2024 - Dec 2024*

- Processed and packed customer orders accurately and efficiently into boxes, bags, and buckets.
- Delivered professional, friendly customer service in a fast-paced environment.
- Maintained hygiene and food safety standards across work areas, dining room, and restrooms.
- Restocked food and supplies, operated kitchen equipment, and supported opening/closing duties.

TECHNICAL SKILLS

- Microsoft Excel, Word & Office
- Pastel Sage (Computerised Financial Systems)
- Basic Financial Accounting & Data Capturing
- Filing & Record Keeping

CORE SKILLS

- Communication, Teamwork & Customer Service
- Attention to Detail & Time Management
- Problem Solving, Adaptability & Administration

LANGUAGES

IsiXhosa (Read, Write, Speak) | English (Read, Write, Speak)

REFERENCES

Angelique Armenville
Mentor, YearBeyond
Tel: 067 192 9804 | Email: angeliquelydia4@gmail.com

Nosibusiso Cetywayo
Supervisor, KFC Paarl Mall
Tel: 061 482 2586