

Nontokozo Aphile Mabizela

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Objective

An Administration graduate with knowledge of administrative procedures, well organised and ethical with excellent communication and time management skills, seeking an entry level position to apply academic training in a professional environment

Education

- **St Lewis Berdrand's high school** 2021
Grade 12
- **University of the Free State** 2023-2026
Bachelor of Administration

Skills

- Basic computer literacy, printing, scanning and saving documents.
- Communication, strong written and verbal communication.
- Attention to details.
- Always willing to learn no matter how huge or little the opportunity may seem

Languages

- IsiZulu
- English

Subjects

- English First Additional language
- IsiZulu Home language
- Mathematical Literacy
- Business Studies
- Tourism
- History
- Life Orientation