

CONTACT

Nelisiwe Megness Nkosi

 Kabokweni 1245
Eskom park stand no 33910
 0824221707
 nelisiwemegness@gmail.com

OBJECTIVE

Hardworking and reliable individual with 4 years relevant experience in Retail, Clinic Administration and Data Capturing.

EXPERIENCE

- 2020 - 2021

- Administration clerk**
Bhuga clinic
 - Registered patients on clinic database
 - Captured patient results and medical data accurately
 - Filed, retrieved and maintained confidential patient files
 - Assisted with reception, queue management and patient support
 - Provided general office administration and reporting
- 2022 - 2023

- Data capturing**
Siyaphambili Office Park(Department of Education)
 - Captured learner data accurately on department database
 - Filed and organised learner records and documents
 - Performed general office administration and support
- 2025 - 2026

- Trainee Supervisor**
Bradlows
 - Provided excellent customer service and sales assistance
 - Controlled stock, received goods (GRV), checked price tickets
 - Assisted with admin, daily reports and cash-ups
 - Supervised staff and maintained store standards
- 2025 - 2026

- Sales Person**
Bradlows
 - Understand customer needs
 - Answer questions and give advice
 - Handle complaints politely
 - Build long-term trust
 - Know everything about the product you sell
 - Know prices, discounts, competitors

EDUCATION

- 2023

- ATTI College (Advanced Technology and Training Institute)**
Information Technology: Technical Support NQF Level 4
- 2018

- Mhlume Secondary School**

Grade 12
- 2024

- Enhlanzeni TVET College**
Cyber Security NQF L 5

SKILLS

- -Customer Service & Sales | Data Capturing | Stock Control (GRV) -MS Office & Computer Skills | Filing & Administration -Patient Registration & Confidentiality | Good Communication

REFERENCE

- **Francina Mthethwa - "Bradlows "**
Relief Manager
0714292924
- **Cebile Tswala - "Bradlows "**
Admin assistant (2IC)
0720561431
- **Ntando Phathwa - "Bhuga Clinic "**
Admin Supervisor
0799001313



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NELISIWE MEGNESS NKOSI

Identity number 9810280358089

Exam number 6182419100088

Subject	%	Achievement level
SiSwati Home Language	68	5
English First Additional Language	43	3
Life Orientation	61	5
Business Studies	31	2
Economics	41	3
Tourism	66	5

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

With effect from December 2018

M.S. LAKOMETSI

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

190 8986 5412 H



UMALUSI



Council for Quality Assurance in
General and Further Education and Training
South Africa **0335530**

THIS DOCUMENT IS A TRUE REPRODUCTION OF THE ORIGINAL DOCUMENT (See reverse for more information)



CERTIFICATE OF ATTENDANCE

This is to certify that

Nelisiwe Nkosi

has successfully completed the

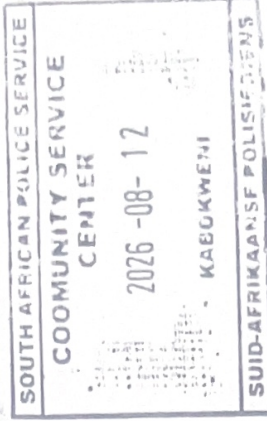
Economic Strengthening Skills Training Workshop 2020

including

Financial Capability, Employability & Access to Tertiary Education & Basic Computer Skills

Rags Poppleton

Rags Poppleton - Project Director Ikhumiseng



Handwritten signature and stamp: *we*, *7181687*, *016-6-20-1*, *Sf*





MICTSETA

Media, Information And
Communication Technologies
Sector Education And Training Authority

NATIONAL CERTIFICATE

This is to certify that

Nelisiwe Magness Nkosi

I.D. No. 9810280358089

Has successfully achieved competence against the following
SAQA registered qualification

FURTHER EDUCATION AND TRAINING CERTIFICATE: INFORMATION TECHNOLOGY: TECHNICAL SUPPORT

NQF Level 4

(NLRD No.78964)

In terms of section 9 (1)(f) of the ETQA Regulations
No. 1127 of 1998 under the SAQA Act No. 58 of 1995, effective 1998



MICT Seta CEO

27-02-2024

Date of Issue



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



71496289
Dube



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
NKOSI
Names:
NELISIWE MEGNESS
Sex:
F
Nationality:
RSA
Identity Number:
9810280358089
Date of Birth:
28 OCT 1998
Country of Birth:
RSA
Status:
CITIZEN



Signature:



Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue:
07 MAR 2018

RSA

106311097



THIS DOCUMENT IS A TRUE REPRODUCTION OF THE
ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION
I CERTIFY THAT FROM MY OBSERVATION, AN AMENDMENT OR A
REPRODUCTION OF THE CORRESPONDING DOCUMENT HAS NOT
BEEN MADE TO THE ORIGINAL DOCUMENT

HANDWRITTEN SIGNATURE
71496259
Dube