

ZOTHANDO ZIDE

MTHATHA 5099, EASTERN CAPE (willing to relocate) • 0664387429 • Zothandozide@gmail.com
www.linkedin.com/in/zothando-zide-1a12b728b

SUMMARY

Dedicated and responsible individual with a strong interest in administrative and clerical work. Possesses good communication skills, attention to detail, and the ability to work well under supervision or independently. Actively seeking employment to contribute positively to organizational goals while developing practical workplace experience.

WORK EXPERIENCE

PROFESSIONAL DEVELOPMENT

Jan 2025 - Present

- Completed online training in basic computer skills, document handling, and professional communication
- Participated in workplace readiness and employability skills workshops.
- Developed strong organizational, time-management, and communication skills through self-directed learning
- Improved proficiency in Microsoft Word, email handling, and basic data management
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VOLUNTEER CHAMPION- UNIVERSITY OF JOHANNESBURG

FEB 2022 - JULY 2023

- Participated in community outreach programs focused on promoting access to justice and raising awareness of basic legal rights and remedies.
 - Supported legal education initiatives by conducting research, preparing informational materials, and assisting in workshops aimed at underserved communities.
 - Demonstrated commitment to social justice, clear communication, and collaboration in multidisciplinary settings.
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EDUCATION

Feb 2021 - Nov 2024

Bachelor of Laws Degree

University of Johannesburg

- LLB

National Senior Certificate

Jan 2016 - Dec 2020

Zingisa Comprehensive High School

- Grade 12

SKILLS

- Basic computer literacy (MS Word, email)
- Communication and customer service
- Data entry and record-keeping
- Time management and organization
- Reliability, adaptability, and willingness to learn