

THEMBELIHLE ZINDELA

PUBLIC ADMINISTRATION AND MANAGEMENT

Motivated and detail-oriented Higher Certificate graduate in Public Administration and Management seeking an opportunity in administration, legal support, or compliance administration. Skilled in document organisation, record keeping, Microsoft Word and Excel, communication, and maintaining confidentiality. Eager to develop knowledge of contracts, legal documentation, and policy administration while providing accurate and professional administrative support in a structured work environment.

SKILLS

- Document Management and Filing
- Microsoft Word, Excel & Outlook
- Administrative Support
- Record Keeping and Registers
- Professional Communication
- Confidentiality and Data Handling
- Attention to Detail
- Time Management

EDUCATION

GRADE 12 (MATRICULATED)

Successfully completed Matric, gaining knowledge in communication, organisation, time management, and basic computer and administrative skills.

HIGHER CERTIFICATE

in Public Administration and Management

IQ Academy | Completed 2026

EXPERIENCE

- Organised and maintained documents, filing systems, and administrative records during academic projects and personal administrative tasks.
- Prepared and edited documents using **Microsoft Word, Excel, and Outlook/email** for assignments and administrative activities.
- Coordinated group projects, demonstrating communication, planning, and problem-solving skills.
- Managed multiple assignments and deadlines effectively, showing strong organisational and time-management abilities.
- Handled personal and academic information with professionalism, discretion, and confidentiality.

CONTACT

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