

Mbongemi Mkhonto

5306 Eucalyptus
Lawley
Lenasia
1830
073 590 5672
mbongenimkhonto24@gmail.com

Objective

Organized Administration graduate skilled in calendar management, report writing, and document control. Seeking an Office Administrator position to streamline daily operations and provide high-level support to executives.

Experience

StudentWise Promotions
-
Field Marketer
Flyer distribution, On-campus product activations
Door to door activations and Sports events endorsements.
(On recession days)

Education

Mankayana High School
2021
Bachelors Degree
12
University of Free State
2026
Bachelor of Administration

Skills

Office Administration | Data Capturing & Reporting | MS Office Suite | Calendar Management | Customer Service | Stakeholder Communication | SAP | Process Improvement | POPIA Compliance

Personal Details

Date of Birth : 04 February 2003
Nationality : South African
Gender : Male

Reference

Njabulo Zulu - "StudentWise Promotions "
Manager
076 758 9256



Declaration

I hereby confirm that all information provided in this resume is accurate and verifiable. Supporting documents are available upon request. I am open to relocation to any location within the country.

ACADEMIC RECORD

STUDENT NUMBER: 2021672189
SURNAME: MKHONTO
FULL NAME(S): Mbongemi
IDENTITY NUMBER: 0302046035085
BIRTHDATE: 04 February 2003

Date: 04 August 2026

Year	Degree/Module Description	Module	Final Mark	Credits	Result
2022	Bachelor of Administration				
	English Academic Literacy in Economic and Management Sciences	EALE1508	64	32	Pass
	Calculations for Public Managers	ECPM1514	52	16	Pass
	Introduction to Human Resource Management	EHRM1514	52	16	Pass
	Introduction to individual differences	EIOP1524	55	16	Pass
	Human Resource Management in the public sector	EPAH1624	72	16	Pass
	Public Administration & Management Theories	EPAM1514	39	0	Fail
	Public Administration and Management in Action	EPAM1624	54	16	Reassess exam: Pass
	Introduction to Political Science	POLS1514	34	0	No admission to exam
	Introduction to World Politics and Global Governance	POLS1524	50	16	Reassess exam: Pass
	Undergraduate Core Curriculum	UFSS1504	64	16	Pass
2023	Bachelor of Administration				
	Personal Finance	EFEF1624	73	16	Pass
	Labour Relations Management	ELRM2624	29	0	Fail
	Monitoring and evaluation in the public sector	EMEP2624	57	16	Pass



UNIVERSITY OF THE FREE STATE
OFFICE OF THE DEPUTY REGISTRAR
STUDENT ACADEMIC SERVICES
PO BOX 339 | BLOEMFONTEIN |
FREE STATE | SOUTH AFRICA
TEL: +27 51 401 9111
EMAIL: StudentAdmin@ufs.ac.za



MR A NAIDOO
DEPUTY REGISTRAR: STUDENT ACADEMIC SERVICES



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Year	Degree/Module Description	Module	Final Mark	Credits	Result
2024	The Local Government Policy and Legislative Environment	EMMA2624	48	0	Reassess exam: Fail
	Public Administration & Management Theories	EPAM1514	61	16	Reassess exam: Pass
	Macro- and Micro Organisational Analysis	EPAM2614	42	0	Fail
	Supply Chain Management	ESCM2724	46	0	Reassess exam: Fail
	Introduction to Political Science	POLS1514	70	16	Pass
	Bachelor of Administration				
	Career Psychology	ECAP2614	54	16	Pass
	Labour Relations Management	ELRM2624	57	16	Pass
	Introduction to South African Local Government	EMMA2614	50	16	Pass
	The Local Government Policy and Legislative Environment	EMMA2624	54	16	Reassess exam: Pass
	Contemporary issues in Local Government	EMMA3714	51	16	Pass
	Macro- and Micro Organisational Analysis	EPAM2614	52	16	Pass
2025	Supply Chain Management	ESCM2714	66	16	Pass
	Bachelor of Administration				
	Municipal Financing	EMMA3725	50	20	Special Exam/Ass: Pass
	Organisational Psychology	EORG3715	62	20	Reassess exam: Pass
	Public Administration and Management Law	EPAL3714	70	16	Pass
	Public Financial Management	EPAM3714	41	0	Fail



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UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA
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Year	Degree/Module Description	Module	Final Mark	Credits	Result
2026	Public policy administration and management	EPAM3725	51	20	Pass
	Performance and Talent Management	EPFM3724	62	16	Pass
	Bachelor of Administration Public Financial Management	EPAM3714	60	16	Pass

Obtained qualification: Bachelor of Administration

CERTIFICATE OF CONDUCT

(JOINT STATUTE I, CHAPTER V, PARAGRAPH XVII)

It is hereby certified that the student was a registered student at this University during the year/years mentioned and that his/her conduct was satisfactory. (In respect of currently registered students this certificate of conduct is valid up to the date of issue only). The student is in good financial standing with the institution.



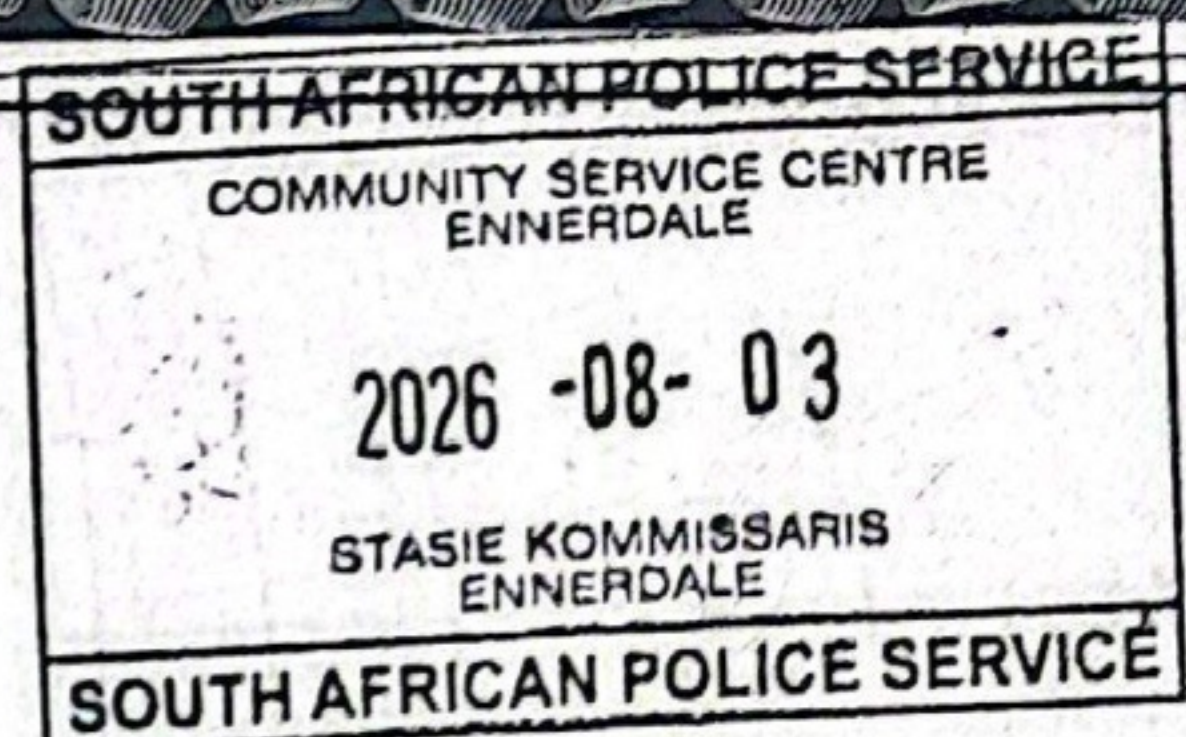
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REPUBLIC OF SOUTH AFRICA



National Senior Certificate

Awarded to

MBONGEMI MKHONTO

Identity number 0302046035085

Exam number 5212113180031

Subject	%	Achievement level
IsiZulu Home Language	82	7
English First Additional Language	67	5
Mathematics	43	3
Life Orientation	50	5
Accounting	58	5
Business Studies	63	5
Economics	52	4
		*

HANDTEKENSIG/SIGNATURE
MAGSNOMMER
FORCE NUMBER
NAAM IN DRUKSKRIF
NAME IN PRINT

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, 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 2021

M. S. LAKOMETS

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



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

3278102

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname: **MKHONTO**
 Names: **MBONGEMI**
 Sex: **M**
 Nationality: **RSA**
 Identity Number: **0302046035085**
 Date of Birth: **04 FEB 2003**
 Country of Birth: **RSA**
 Status: **CITIZEN**

Signature: *Mkhonto*



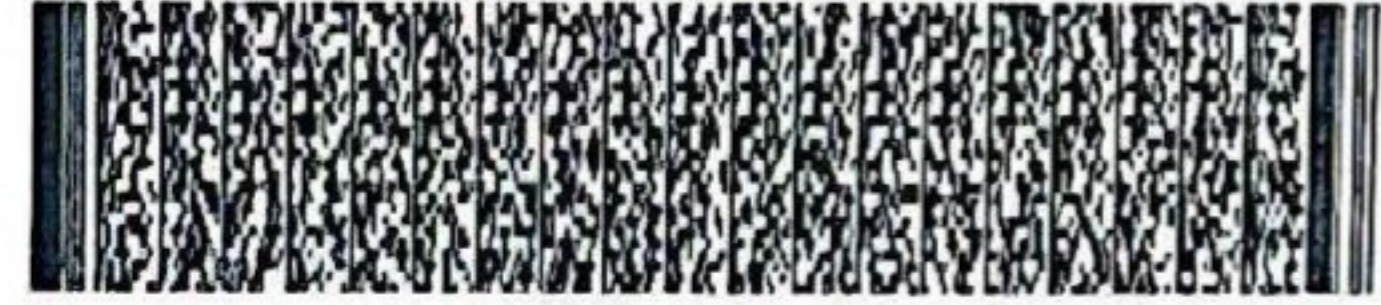

Conditions: This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997

Date of Issue: 03 NOV 2020

If found please return to the Department of Home Affairs For enquiry or verification purposes contact 0800 80 11 80

113084063





SOUTH AFRICAN POLICE SERVICE
 COMMUNITY SERVICE CENTRE
 ENNERDALE

2026 -08- 03

STASIE KOMMISSARIS
 ENNERDALE

SOUTH AFRICAN POLICE SERVICE

IK SERTIFISEER DAT HIERDIE DOKUMENT 'N WARE AFDRUK (AFSKRIF) IS VAN DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELEë IS. EK SERTIFISEER VERDER DAT, VOLGENS MY WAARNEMINGS DAAR NIE 'N WYSIGING OF VERANDERING OP DIE OORSPRONKLIKE DOKUMENT AANGE-
 BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT, FROM MY OBSERVATIONS, AN AMENDMENT OR CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

HANDTEKENING/SIGNATURE *[Signature]*

MAGSNOMMER / FORCE NUMBER **7132342** RANG / RANK **SA**

NAAM IN DRUK / NAME IN PRINT **S R Purush**