

Bongisiwe Caroline Soko

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Objective

Motivated and dedicated Bachelor of Arts in Government, Administration and Development graduate seeking an internship opportunity to gain practical experience and further develop my skills in Public Administration, governance, and community development. Possessing strong administrative, communication, organisational, and interpersonal skills, with experience assisting clients, handling enquiries, and providing administrative support at an information desk. Eager to apply my academic knowledge, contribute positively to the organisation, and gain valuable practical experience while developing professionally within an internship programme.

Experience

- Khulisa Training Centre** 20 June 2024 - 30 September 2025
Community House Building
Fixing the roof
Assisted with building and erecting the fence
- House of Prayer Ministries (Church)** Present -
Information Desk/ Administration
Providing information and directing people where needed
Assisting with administrative duties and record keeping
Working as team

Education

- Thuto-Lesedi Secondary School** 2021
Matric
12
- University of South Africa** 2025
Bachelor of Arts in government administration and development
Majors in public administration and development

Skills

- Time management - Highly punctual and reliable, always reporting on time for duties and appointments.
- Team work - Works well in team-based environments, contributing positively and respectfully. Able to collaborate with individuals from diverse backgrounds.
- Administrative Skills - Basic understanding of administrative procedures and office operations. Able to handle documentation, record keeping, and correspondence accurately.
- Problem-Solving - Able to identify challenges and contribute practical solutions
- Ability to work under pressure
- Basic computer literacy (MS Word, Internet Operation, Outlook and Email)

Reference

- Lutendo - "Khulisa Training Centre "**
Facilitator
ntsedziseni85@gmail.com

079 658 6795

- **Thandeka Matsimela - "Capitec"**

ThandekaMatsimela@Capitecbank.co.za

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