
Nozinhle brilliant

briliantzinhler@gmail.com

Phone: 0640679290

E-mail: briliantzinhler@gmail.com

Address: 2432 Neptune street Freedompark Devland 1811

Objective

Seeking a challenging and fast paced role where I can leverage my skills and experience to make a significant impact. Eager to contribute to an organization that values continuous learning and growth.

Personal Info

Gender: female

Driving License: Code C1

Education

Qualitas career Academy

08.01.2017 – 29.11.2019

business management N6

- Major Subjects: Computer Practice Sales Management Entrepreneurship and business Management Financial accounting N5 Labour relations

Panorama Combined

14.01.2008 – 30.11.2014

Grade 12

University of South Africa

03.02.2025 – 28.11.2025

Archives and records management

- Modules: English Applied information science Archives and records management EUP Developing Information skills

Experience

Assistant Administrator

01.10.2020 – 30.09.2022

Isivuni trading&Development

- Duties: Greet and assist clients upon arrival Provide assistance and direct them to appropriate departments Collect personal information, and required documentation. Enter accurate data into the system Managing clients inquiries Maintaining clients information Verifying identity and previous checkins. Data entry, Records keeping, and Microsoft office.

Marketer**15.10.2022 – 20.12.2023**

Zimbali heights guesthouse

- Duties: Creating engaging listings and marketing materials Managing social media and online listings Coordinating viewings and open houses Building relationships with agents and clients Analysing market trends and competitor activity
-

Receptionist (Casual)**05.04.2025 – 20.12.2025**

On Demand Doctor

- duties: Greeting patients and handling appointments Managing patient records and data Answering queries and providing info Handling Confirmation of benefits Coordinating with healthcare staff Filling
-

Assistant teacher**03.03.2024 – 28.11.2024**

Memel Primary

- Duties: Preparing classrooms for lessons Helping teachers plan lessons Reading to students Helping students who require additional support Support teachers with managing class behavior Ensuring safety of learners Reporting the progress of the learners
-

References**Manager****082 515 0469**

Peter Jele

- Isivuni trading&Development
-

property Manager**0635724079**

Siphelele Zulu

- Zimbali heights guesthouse
-

Educator**0722524385**

Tshabalala Tlaleng

- Memel Primary school
-

Doctor**0711780240**

Greer Lingham

- On demand Doctor
-

Add Info

Driving C1 code/PDP

- Company:Isivuni trading&Development Delivering equipment at different locations 2 years experience

Language

English



IsiZulu



Skills

Good Communication



computer literacy



customer service



multitasking



Good record keeping and Administrative skilks



problem solving

