

SIBONISO NESTER MUDAU

Phone: 082 085 1216 | Email: luzenester@gmail.com

PROFESSIONAL SUMMARY

Reliable and hardworking Bachelor of Administration graduate seeking an entry-level administrative position. Fast learner with strong communication, customer service and document management skills, and proficiency in Microsoft Office. Eager to gain practical work experience while contributing positively to the company and community.

EDUCATION

Bachelor of Administration	2025
University of the Free State	
Matric (National Senior Certificate)	2018
Qhozo High School	

SKILLS

- Verbal and written communication
- Computer literacy (Microsoft Office)
- Customer service
- Document management
- Interpersonal and public relations skills
- Problem solving
- Ability to work under pressure

LANGUAGES

- isiZulu (home language)
- English

ADDITIONAL INFORMATION

Driving licence: Code 10
Nationality: South African

REFERENCES

Miss Talakasi
Mentor
Phone: 065 709 4671
Ms Dalane
Facilitator, University of the Free State
Phone: 082 772 0296