

Makhosazana Mnisi

19 Lisutho street zone 5 Meadowlands
0676951301 | makhosazanamnisij@gmail.com

Objective

A motivated and dedicated Bachelor of Public Administration graduate with excellent communication, administrative, and organisational skills. I am eager to begin my professional career in an environment where I can contribute positively while developing my knowledge and experience. I am a quick learner, hardworking, reliable, and able to work independently as well as in a team. I am committed to providing quality service and maintaining professionalism in every task entrusted to me.

Education

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| • University of Venda
Bachelor of Public Administration | 2026 |
| • Letsibogo Girls High School
Matric | 2020 |

Skills

- Office Administration
- Public administration principles
- Computer literacy (Microsoft, Word, Excel, PowerPoint and Outlook)
- Data Capturing
- Filing and Record Management
- Communication Skills
- Customer services
- Time Management
- Problem Solving
- Teamwork
- Planning and organizing
- Professional Work Ethic

Academic Project

- Administrative report writing
- Public sector management
- Policy analysis
- Research projects
- Microsoft presentation
- Data analysis