

PHIWOKUHLE MPUNGOSE

Phone: 066 516 4135

Email: phiwokuhlempungose@gmail.com

Address: Ekhaya Junction, Weir Street 346, Pretoria Gardens, 0082

Professional Profile

Motivated and detail-oriented individual with a strong academic background and practical skills in computer literacy and administration. Experienced in administrative support, data capturing, record management, and Microsoft Office applications.

Core Competencies

Computer Literacy, Microsoft Word, Excel, PowerPoint, Outlook, Data Capturing, Filing, Record Keeping, Customer Service, Communication, Time Management, Teamwork, Problem Solving.

Work Experience

Administrative Assistant (Informal/Volunteer Experience): Assisted with filing, data capturing, document preparation, email correspondence, scheduling, and record management.

Education

National Senior Certificate (Matric), Mana High School (2020)

Languages

IsiZulu, English, Setswana

References

Ms N.S. Mabuyakhulu (Mentor) – 072 896 2096

Ms G.A. Mvelase (Tutor) – 064 017 6574