

ROTONDWA MUKONDELELI

10 Bophirima Street, Saulsville 0125 Pretoria, Gauteng | 060 928 3740 |
rotondwamukondeleli1@gmail.com

PROFESSIONAL PROFILE

Motivated and detail-oriented Diploma in Management graduate from Walter Sisulu University, with experience in office administration, administrative support and student wellness support. Skilled in data entry, record keeping, Microsoft Office and professional communication. A dependable team player who works well under deadlines, handles confidential information responsibly, and approaches tasks with a positive and respectful attitude.

EDUCATION

Diploma in Management

Walter Sisulu University | 2025

National Senior Certificate (Matric)

Makakavhale Secondary School | 2021

PROFESSIONAL EXPERIENCE

Office Administrator (Work Integrated Learning)

Enerst Nemusimbori Attorneys INC | 1 July 2025 – 30 September 2025

- Receive, sort and distribute incoming and outgoing mail.
- Deliver documents for signature and ensure their prompt return.
- Assist with data entry and accurate record keeping.
- Maintain the confidentiality of sensitive information.

Wellness Peer

Walter Sisulu University Butterworth Clinic | 1 March 2024 – 30 November 2024

- Provide emotional support to students.
- Refer students experiencing mental health concerns, academic stress or personal challenges to appropriate support services.

KEY SKILLS

- Problem solving
- Microsoft Office: Word, Excel, Outlook and PowerPoint
- Data entry and database management
- Communication and virtual meeting platforms
- Professional writing

LANGUAGES

English | Tshivenda | isiZulu | isiXhosa

REFERENCES

Mr Enerst Ndivhuwo Nemusimbori

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Miss N Mahamba

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