

FAIGH ZAMA NTANDA

Johannesburg, Gauteng | 061 287 7687 | zamantanda38@gmail.com

PROFESSIONAL PROFILE

Dedicated and detail-oriented administrative professional with a Bachelor of Arts in Business Administration and strong experience in office administration, stock control, data capturing, record management, and customer service. Computer literate with knowledge of MS Word, Excel, and PowerPoint. Able to work under pressure, handle confidential information professionally, and provide quality service. Currently completing Systems Support NQF Level 5 at Digital Youth Academy.

KEY SKILLS

- Administrative & Office Support
- Stock Control & Office Coordination
- Data Capturing & Record Management
- Customer Service & Public Interaction
- Filing & Documentation Management
- MS Word, Excel & PowerPoint
- Communication & Teamwork
- Time Management & Problem Solving

EDUCATION

Bachelor of Arts in Business Administration – Maharishi International University (2025)
(Matric) – Mahlasedi High School (2015)

CERTIFICATION

Technical Support Certificate NQF Level 4 (SETA) – Digital Youth Academy (2024)

CompTIA IT Fundamentals ITF+ (CompTIA) Digital Youth Academy (2024)

Salesforce Certificate (Trailhead) Digital Youth Academy (2025)

WORK EXPERIENCE

Administrative Assistant / (Work Study)

Maharishi Institute | June 2023 – June 2024

- Maintained accurate electronic and manual filing systems
- Captured and updated records on spreadsheets and databases
- Assisted with office administration and daily operations
- Handled enquiries and communicated with stakeholders professionally
- Prepared reports, documents, and administrative records
- Assisted with stock control and office coordination
- Ensured confidentiality and compliance with procedures
- Performed general clerical duties including printing, scanning, and photocopying

REFERENCES: Available on request