

NONTETHELELO MDLALOSE

1458 UMHLANDLOTHI STREET LUFHERENG · MDLALOSENONTETHELELO01@GMAIL.COM · 073 974 7279

Dedicated and detail-oriented individual with administrative experience in bookkeeping, admin and Stock take. Eager to contribute to a team and drive success in various roles. Strong organizational and Problem-solving skills. Ready for new opportunities!

EXPERIENCE

01 JULY 2024 - 01 MARCH 2025

ADMINISTRATIVE ASSISTANT

PRAIZE BAKERY CC

- CONTRACT ENDED
- Manage records and databases
- Answer phones and respond to emails
- stock take and inventory management
- General administrative support

01 JANUARY 2026 - IN PROGRESS

LEARNERSHIP - GENERIC MANAGEMENT

PENDULA GROUP

- Generic Management Level 5

EDUCATION

YEAR 2020

GRADE 12

MUSI COMPREHENSIVE HIGH

JUNE - AUGUST 2021

END USER COMPUTING

RICHFIELD INSTITUTE

YEAR 2024

PUBLIC MANAGEMENT DIPLOMA

SEDIBENG TVET COLLEGE

SKILLS

- Public Administration
- Bookkeeping and financial record-keeping
- Data entry and record-keeping
- Communication and interpersonal skills
- Microsoft office or any other relevant software
- Organizational and time management
- Community engagement
- Problem solving and analytical skills