
CURRICULUM VITAE OF ZANELE MENDY NGIDI

UMLAZI DURBAN 4066 South Africa

066 083 3116/ Zanelengidi0103@gmail.com

PROFESSIONAL PROFILE

Professional and highly organized Administrative Assistant with experience supporting examination administration within the Gauteng Department of Education. Skilled in office administration, document management, data capturing, filing systems, scheduling, email correspondence, and customer service. Proficient in Microsoft Word, Microsoft Excel, Microsoft Outlook, and general office administration.

Recognized for accuracy, professionalism, excellent communication skills, and the ability to work under pressure while maintaining confidentiality. Ready to contribute immediately to a fast-paced office environment.

EDUCATION

TSHWANE UNIVERSITY OF TECHNOLOGY

National Diploma: Local Government Finance — 2021

KWAMATHANDA HIGH SCHOOL

National Senior Certificate (Grade 12) — 2015

CORE COMPETENCIES

- Office Administration
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Email Management
- Appointment Scheduling
- Data Capturing
- Filing & Records Management
- Report Preparation
- Telephone Etiquette
- Customer Service
- Administrative Support
- Time Management
- Communication Skills
- Attention to Detail

- Problem Solving
- Teamwork
- Confidential Document Handling

PROFESSIONAL EXPERIENCE

ARTSOLAR (Pty) Ltd

General Worker / Cleaner – September 2024 / June 2026

Responsibilities

- Provided general office administration and clerical support.
- Managed emails, filing, and data capturing.
- Assisted with scheduling appointments and preparing documents.
- Supported basic finance functions, including invoice processing, record keeping, and reconciliations.
- Maintained accurate records and ensured smooth day-to-day office operations.

Gauteng Department of Education

Exams Administrator (Internship) July 2023 – June 2024

Key Responsibilities

- Managed confidential examination documentation.
- Performed data capturing with a high level of accuracy.
- Maintained manual and electronic filing systems.
- Responded professionally to emails and telephone enquiries.
- Scheduled meetings and administrative appointments.
- Prepared official correspondence and reports using Microsoft Word.
- Updated spreadsheets using Microsoft Excel.
- Assisted with general office administration.
- Managed records in accordance with departmental procedures.
- Supported examination officials and stakeholders.
- Worked effectively under strict deadlines.
- Delivered excellent customer service.

REFERENCES

MRS BUSISIWE MATHEBULA (GDE - Supervisor) 083 404 0201/012 401 6573 –
Busisiwe.Mathebula@gauteng.gov.za

MICHELLE VISSER (Artsolar - Supervisor) – michelle@artsolar.net /078 219 1710

(See reverse for more information)

Council for Quality Assurance in
General and Further Education and Training
South Africa



This certificate is issued without alterations or erasure of any kind

Chief Executive Officer

M. S. LAKHMETSA



160 4980 3812 U

With effect from December 2015

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

Subject	%	Achievement level
IsiZulu Home Language	66	5
English First Additional Language	61	5
Mathematical Literacy	41	3
Life Orientation	83	7
Geography	43	3
History	68	5
Life Sciences	35	2

Identity number 9703010979086

ZANELE MENDY NGIDI

Awarded to

National Senior Certificate

REPUBLIC OF SOUTH AFRICA



Umalusi, the Council for Quality Assurance in General and Further Education and Training, introduced a new certificate format with effect from 1 March 2009 for the National Senior Certificate.

The following certificates are issued exclusively by Umalusi:

- National Senior Certificate
- Subject Statement (National Senior Certificate)

Each certificate bears the following security features:

- When held to the light, the paper contains the Umalusi watermark;
- When looked at through a magnifying glass, the border displays the name of the Council continuously;
- It has a barcode, which matches the certificate number,
- It has a specific certificate sequence number; and
- The national coat of arms appears on top of the document.

The National Senior Certificate is registered at Level 4 on the National Qualifications Framework.

Promotion requirements for the National Senior Certificate

A candidate is required to:

- Achieve 40% in three subjects, one of which is an official language at Home Language Level;
- Achieve 30% in three subjects; and
- Provide full evidence in the school-based assessment component in any single subject failed.

A certificate, which has its own promotion requirements, may be issued to candidates identified as having special educational needs.

In higher education, institutional and programme needs may require particular combinations of recognized NSC subjects and levels of achievement.

The certificate is issued with the personal details of the candidate as registered during the writing of the examination.

Achievement level for the National Curriculum Statement (NCS) Grades 10-12 (General)

Umalusi uses the seven-level scale of achievement to record a candidate's performance:

Achievement level	Description of competence	Marks (%)
1	Not achieved	0 – 29
2	Elementary	30 – 39
3	Moderate	40 – 49
4	Adequate	50 – 59
5	Substantial	60 – 69
6	Mentorship	70 – 79
7	Outstanding	80 – 100

* Certain subjects, identified on the certificate by an asterisk before them, are examined by other assessment bodies. These may have a level of achievement that is different from the NCS one, given above. No indication of level of achievement is therefore printed for these subjects.

+ *Mathematics: Probability, data handling and geometry* is an optional paper that is reflected on the certificate. It is not included in the Mathematics mark, nor does it have the status of an extra subject. It is separated from the subjects by a stippled line.

 **REPUBLIC OF SOUTH AFRICA**
NATIONAL IDENTITY CARD

Surname:
NGIDI
Names:
ZANELE MENDY
Sex:
F
Nationality:
RSA
Identity Number:
9703010979086
Date of Birth:
01 MAR 1997
Country of Birth:
RSA
Status:
CITIZEN


Signature: 



Conditions:
This card has been issued by the
Department of Home Affairs in terms of the
Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue:
10 DEC 2014


001247063




