

AYANDA NCAMSILE NGWENYA

Empangeni, KwaZulu-Natal 3880
0762134608 | ngwenyaayanda69@gmail.com

Professional Summary

Motivated Public Administration graduate with a strong foundation in administrative processes, office management, and public and private service procedures. Demonstrates strong organizational, communication, and computer skills with the ability to work effectively in both public and private sector environments. Eager to contribute to team success while gaining valuable experience through entry-level or internship opportunities.

Education

- **Tshwane University of Technology** 2025
Diploma in Public Affairs (Administration of the State)
- **Durban University of Technology** 2021
Higher Certificate in Public Administration
- **Jevu Secondary School** 2009
Grade 12

Skills And Knowledge

- Excellent verbal and written communication in English
- Attention to Detail and Time Management
- Strong interpersonal
- Computer Literacy
- Planning and Organising Skills
- Professionalism and confidentiality
- Problem Solving Skills
- Ability to learn new skills

Personal Attributes

- Professional telephone etiquette
- High level of integrity and confidentiality
- Adaptable and willing to learn
- Ability to work independently and in a team
- Detail-oriented and organised
- Ability to work under pressure

Languages

- English
- IsiZulu
- IsiXhosa

Personal Details

- Date of Birth : 12/08/1992
- Nationality : South African

Reference

- **Mr Johnson Ngwenya**
Community Leader
0606516907
- **Miss Zizipho Sikuni**
Tutor
0839620963

- **Miss Zanele Gumede**
Mentor
0769332988