

ANGA EMIHLE NGQOLWANA

CURRICULUM VITAE

063 284 4297
anga.ngqolwana@gmail.com
8 Nederveen Highway
Leondale, Johannesburg
South Africa

PROFESSIONAL PROFILE

Organised and personable commerce student with hands-on exposure to operations administration, staffing support, customer service, and project coordination. I bring a practical, calm approach to keeping everyday processes on track, whether that means checking documentation, supporting candidates, coordinating schedules, or following up on important details.

My experience has strengthened my communication, time-management, and teamwork skills, while also teaching me the value of being dependable and approachable. I am eager to contribute in an entry-level administrative or operations role where I can learn quickly, support a busy team, and deliver work that is accurate and well organised.

SKILLS & ABILITIES

CORE COMPETENCIES

- Operations and administrative support
- Document checking and compliance follow-up
- Candidate and customer service support
- Scheduling coordination for training and medicals
- Contract renewal and termination administration
- PPE allocation support
- Project coordination and research
- Clear communication and teamwork
- Time management and deadline management
- Critical and strategic thinking

DIGITAL SKILLS

- Microsoft Word and Microsoft Excel
- Google Workspace: Docs, Sheets, and Slides
- Adobe Creative Suite

LANGUAGES

- English — Fluent
- isiXhosa — Fluent
- isiZulu — Conversational
- Afrikaans — Basic
- Setswana — Conversational

EDUCATION

Bachelor of Commerce (IIE) Varsity College	2021–2022
Blue Hills College	2017–2020

PROFESSIONAL EXPERIENCE

Workforce Staffing Agency | March 2026–April 2026

Operations Clerk

- Provided day-to-day administrative support to the operations team, helping match suitable and dependable candidates to client requirements.
- Checked candidate documentation and followed up on missing information to help keep files current and aligned with contractor-zone requirements.
- Assisted assignees with queries in a friendly, solutions-focused manner and escalated matters when appropriate.
- Supported the branch and operations manager with contract renewals and terminations.
- Helped coordinate training and medical appointments, ensuring candidates received clear scheduling information.
- Assisted with the allocation of the correct PPE to assignees before they reported to their respective work sites.

Self-employed | 2022–2023

Volunteer Childcare Provider

- Provided attentive care and supervision for a toddler, creating a safe, calm, and nurturing environment.
- Prepared meals and snacks and assisted with daily personal-care routines.
- Managed daily routines, including playtime, rest, and bedtime, with consistency and patience.
- Communicated responsibly with the parent and adapted to the child's changing needs.

Thank you for considering my application.

ACADEMIC PROJECT EXPERIENCE

Varsity College | 2022

Project Management

- Collaborated with a team on a project focused on the design and construction of new roads in flood-affected areas, with the aim of improving access and transportation routes.
- Contributed to research, planning, and report writing, including an assessment of damage, resource needs, and coordination with local authorities.
- Helped develop a project plan that considered resources, timelines, and tasks needed for safe and efficient delivery.
- Strengthened teamwork and communication skills by working toward a shared solution designed to create longer-term value for the community.

REFERENCES

Khanyisile Jean Ngcobo

Operations Manager

043 722 5400 | +27 71 087 5240

Additional references are available on request.