

LUNGILE XABA

CONTACT

- ☎ 0682850186
- ✉ Lungile692@gmail.com
- 📍 Braamfisher, johannesburg
6849 ubunye drive

ABOUT ME

Analytical, detail-oriented Business Administration graduate with experience in administration, customer service, and data management. Proven ability to manage records, support operations, and resolve customer queries efficiently. Seeking an opportunity to contribute strong organizational and communication skills in a dynamic work environment

EDUCATION

- Diploma in Business Administration
RICHFIELD COLLEGE
2022
- Matric
PROVIDENCE ACADEMY
2017

CAREER HIGHLIGHTS

CITY OF JOHANNESBURG ADMIN INTERN (JUNE 2025 – November 2026)

- Provide administrative and reception support.
- Manage filing and retrieval of occupational health documents.
- Assist with payroll documentation preparation.
- Maintain and update database of service providers.
- Perform general office administration duties

MINE WORKERS PROVIDENT FUND CUSTOMER CARE (MAR 2024 – FEB 2025)

- Assisted members with provident fund claims and applications.
- Resolved queries and complaints efficiently.
- Educated members on fund policies and benefits.
- Maintained accurate member records.

KEY SKILLS

- Data Analysis & Data Entry
- Record Keeping & Documentation
- Report Writing
- Customer Service
- Microsoft Office Suite
- Project Coordination
- Problem Solving
- Teamwork & Collaboration

REFERENCES

Makhosazana Phungwayo: ASD City of
Johannesburg

MakhosazanalindokuhleP@joburg.ac.za

0832536395
Nomvula Mohafa : Senior Manager

Mine Workers Provident Fund

0842882765

Nomvulamohafa@mineworkers.org.za

Lindiwe Nene: Manager

07617666636

lindiwenene@joshco.org.za

BREE PRIMARY SCHOOL ASSISTANTTEACHER(FEB2022 – MAR 2023)

- Maintain and update database of service providers.
- Perform general office administration duties.
- Assisted learners with homework and academic activities

MR PRICE

STORE ASSISTANT (NOV 2018 – JUL 2019)

- Assisted customers with purchases and product information.
- Managed stock and merchandising.
- Handled customer queries professionally.

G4S

CUSTOMER CARE (JAN 2018 – AUG 2018)

- Performed data capturing and reporting.
- Registered new vehicles.
- Provided customer service support.