

NTOMBIFUTHI SOYIZWAPHI

Katlehong, Gauteng | 060 410 0123 | ntombifuthisoyizwaphi4@gmail.com

PROFESSIONAL SUMMARY

Administration professional with two years of internship experience and additional experience in a general worker role. Skilled in office support, document handling, communication, record keeping and day-to-day operational assistance. Reliable, adaptable and prepared to contribute in administration, reception, customer service or general support roles.

CORE SKILLS

Office Administration | Document Filing | Record Keeping | Customer Service |
Communication | Problem Solving | Teamwork | Organisation

WORK EXPERIENCE

Administrative Intern | Seonyatseng Learning Institute

April 2022 - May 2024

- Provided day-to-day administrative support and helped keep office records organised and accessible.
- Prepared, sorted and filed documents while supporting accurate record keeping.
- Assisted with enquiries, communication and routine coordination tasks.
- Supported staff with general office duties and followed instructions to complete tasks on time.

General Worker | Lotus

2019 - 2020

- Completed general duties to support daily workplace operations.
- Maintained clean, safe and organised work areas.
- Assisted colleagues with assigned tasks and responded to changing operational needs.
- Followed workplace procedures and completed duties responsibly.

EDUCATION

Business Administration Level 3 | Seonyatseng Learning Institute | 2022

National Senior Certificate Grade 12 | Qokolweni Senior Secondary School | 2015

ADDITIONAL INFORMATION

Languages: English, isiXhosa, isiZulu

Driver's licence: Code C1

REFERENCES

T Mthethwa | Director, Seonyatseng Learning Institute | 011 568 7415

Jennifer | Supervisor, Lotus | 023 492 0060



REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NTOMBIFUTHI SOYIZWAPHI

Identity number 9405101382085

Subject

IsiXhosa Home Language
English First Additional Language
Mathematical Literacy
Life Orientation
Business Studies
Economics

Achievement

%	level
67	5
47	3
35	2
	5



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.

With effect from December 2015

M. S. Rakametsi

Chief Executive Officer

This certificate is issued without alterations or erasure of any kind

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UMALUSI



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

6536486

(See reverse for more information)



SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CERTIFICATE OF COMPETENCE

This is to certify that

NTOMBIFUTHI SOYIZWAPHI
9405101382085

Has been found competent against the registered qualification

National Certificate: Business Administration Services : Level 02

SAQA ID: 23833

CREDITS : 133

Issued under the Skills Development Act, 1998 (Act no 97 of 1998)

Date Issued : 08 August 2022

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -10- 07
KATLEHONG NORTH
SUID-AFRIKAANSE POLISIEDIENS

Menzi Fakude
Chief Executive Officer
For and on behalf of Services SETA

CERTIFICATE NUMBER : 00268443

This Certificate is issued without alteration or erasure of any kind



2022000895630

ISSUED WITHOUT ANY ALTERATIONS AND ERASURES



**REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD**

Surname
SOYIZWAPHI

Names:
NTOMBIFUTHI

Sex:
F

Nationality
RSA

Identity Number:
9405101382085

Date of Birth:
10 MAY 1994

Country of Birth:
RSA

Status:
CITIZEN



Signature



Conditions:

Date of Issue:

25 OCT 2025

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 00 11 99

203611657



POLICE SERVICE
ICE CENTRE

10-07

REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF HOME AFFAIRS
IDENTIFICATION ACT, ACT 68 OF 1997
SECTION 22(1)(a) - CHANGE OF NAME
10 OCT 2025
10-07