

Nkosingiphile Mneliswa Ngcobo

 mneliswangosingiphile@gmail.com

 066 164 6988 | 078 223 7253

 2993B Molutso Street, Zola PO, Kwa Xuma, 1868

Summary

Hardworking and dependable professional with experience in electrical assistance, factory operations, cleaning, and office administration. Skilled in supporting technical teams, maintaining safe and organised work environments, handling administrative tasks, and assisting with daily operational activities. A quick learner with strong teamwork, communication, time management, and problem-solving abilities. Committed to maintaining high standards of safety, accuracy, and productivity.

Professional Experience

02/2023 – Present	Engico FPT, Electrical Assistant / Cleaner Assist qualified electricians with electrical installations, maintenance, and repair activities. Prepare tools, equipment, and materials required for daily electrical work. Support technicians in completing assigned tasks efficiently and safely. Clean and maintain tools, equipment, and work areas to ensure a safe working environment. Follow workplace safety procedures and comply with company policies. Assist with the movement and organisation of materials on-site. Report workplace hazards and equipment concerns to the relevant personnel.
06/2022 – 12/2022	Veer Steel Mills, General Worker Supported daily production activities and general factory operations. Assisted with loading, unloading, and moving materials within the production area. Operated basic machinery and equipment under supervision. Maintained cleanliness and organisation across workstations and production areas. Followed operational procedures and workplace health and safety requirements. Worked alongside production teams to meet daily output targets. Assisted senior operators with routine tasks to maintain workflow efficiency.
05/2020 – 05/2022	Khanyane Light, Office Administrator Answered telephone calls, responded to enquiries, and directed messages appropriately. Scheduled appointments and assisted with daily office coordination. Managed filing systems, maintained records, and organised office documentation. Captured data and processed administrative documents accurately. Assisted with basic bookkeeping and routine record-keeping tasks. Provided general administrative support to ensure smooth daily office operations. Helped maintain an organised filing system for efficient information retrieval.

Education

2026	Higher Certificate in Banking, University of South Africa
2019	National Senior Certificate, Lavela Secondary School

Skills

- Electrical Installation and Maintenance Support
- Production and Factory Operations
- Telephone Handling and Appointment Scheduling
- Teamwork and Communication
- General Maintenance and Cleaning
- Office Administration and Record-Keeping
- Basic Bookkeeping
- Attention to Detail and Problem-Solving
- Workplace Health and Safety
- Data Entry and Document Management
- Equipment and Tool Preparation
- Time Management and Organisation

References

Attie Myburgh, *Manager*, Engineco FPT
0833753955

Khanyani Mapheto, *Manager*, Khanyani Light Pty Ltd
071219942