

ITUMELENG NOMBELA

South Africa Johannesburg | 0788789660 | itumelengnombela3@gmail.com

SUMMARY

Detail-oriented professional with experience in project administration and community engagement. Skilled in organizing events, coordinating educational programs, and supporting operational processes.

WORK EXPERIENCE

Bursary Administrator, Gauteng City College

Feb 2024 - Dec 2025

- Managed the allocation and disbursement of bursary funds in accordance with Organizational guidelines.
- Conducted outreach and informational sessions to potential bursary applicants and community stakeholders. Developed and maintained efficient data capturing systems to track bursary applicants and recipients.
- Facilitated communication and coordination between bursary recipients, educational institutions and stakeholders to support academic progress and compliance,
- Monitored and assessed academic performance and attendance identifying and managing cases of learner dropout and replacement to ensure bursary program integrity. Handled the administration and organization of bursary-related documents including, compiling contract and contract completion.
- Scanning, printing and filing to ensure efficient record-keeping. Implemented efficient data capture processes to ensure accurate monthly client visit records for bursary reporting and analysis. Managed digital and physical documentation related to bursary activities.
- Organizing and filing of key documents to maintain compliance and accessibility. Coordinated the preparing and distribution of bursary application packets to ensure completeness and compliance with eligibility criteria.
- Organized and archived detailed records of bursary recipients' academic documentation correspondence and contract renewals to enhance data retrieval and reporting efficiency.

Receptionist, Glenmark Pharmaceuticals

Dec 2022- Feb 2023

- Greeted and assisted visitors providing a professional and welcoming first point of contact.
- Managed incoming and outgoing correspondence including email and email distribution to relevant departments
- Scheduled and coordinated appointments and meetings ensuring efficient time management and resource allocation.
- Maintained and updated client and visitor databases to support accurate record-keeping and communication. Handled basic administrative tasks such as filing photocopying and managing office supplies to ensure smooth office operations.
- Assisted with preparing meeting rooms and provided support during office events to facilitate effective communication and collaboration.
- Handled switchboard operations efficiently directing incoming calls to appropriate staff members to ensure smooth communication.

- Managed diary schedules and recorded meeting minutes to ensure efficient communication and organization.
- Supported executive staff by managing calendars scheduling appointments and coordinating meetings to optimize workflow and communication.
- Facilitated front desk and managed client relations to enhance service delivery and satisfaction.
- Facilitated effective communication by acting as a liaison between departments clients and external partners promptly addressing inquiries and concerns.

EDUCATION

National Diploma In Public Relations Management

Feb 2013 - Dec 2019

Tshwane University of Technology

National Senior Certificate

Jan 2008 - Dec 2012

Buhlebemfundo Secondary School

SKILLS

- **Technical Skills:** Project Management, MS Office, MS Outlook, MS Sign Now, MS SharePoint, MS Teams, WCI System, Excell Spreadsheet, Documentation Handling, Computer Literacy
- **Soft Skills:** Telephone Etiquette, Organizational Skills, Time Management, Customer Service, Problem- solving, Strong verbal and written communication, Analytical Skills, Teamwork and collaboration Management Skills, Events Management and Interpersonal Skills, Conflict Resolution and Active Listening.
- **Languages:** English, Isizulu