

BONGIWE MANDLANZI

Benoni, Gauteng | 073 155 4635 | Angelsbongiwe0@gmail.com

Professional Profile

Reliable and detail-oriented Administrative Assistant with 2 years' experience supporting office operations, data capture, document management, scheduling and customer service. Strong organizational skills, excellent communication and proficiency in Microsoft Office.

Career Objective

To contribute to a professional organisation where I can apply my administrative skills while continuing to grow and develop.

Work Experience

Admin Assistant – R & R Projects (Jan 2023 – Dec 2025)

- Data capture and filing
- Document control
- Meeting preparation and minutes
- Email and telephone correspondence
- Confidential record management
- Administrative support

Education

Etwatwa High School – Matric (2022)

Certifications

- TEFL Certificate (Teacher Record)

Core Competencies

Administration • Data Capture • Microsoft Word • Microsoft Excel • Record Keeping • Time Management • Customer Service • Communication • Teamwork

Personal Strengths

Reliable, adaptable, professional, detail-oriented, quick learner and able to work independently or in a team.

References

Maseti Lydia – R & R Projects | 068 558 6916

BONGIWE MANDLANZI

1 Heidelberg Street, Actonville, Benoni
Cell: 073 155 4635
Email: Angelsbongiwe0@gmail.com

Dear Hiring Manager,

I am writing to express my interest in the Administrative Assistant position at your company. With two years of experience providing administrative support at R & R Projects, I have developed strong organizational, communication, and office administration skills that enable me to contribute effectively to a professional team.

In my previous role, I was responsible for data capturing, filing, document control, managing correspondence, maintaining confidential records, and supporting daily office operations. I am proficient in Microsoft Word and Excel, pay close attention to detail, and consistently complete tasks accurately and on time.

I completed my Matric at Etwatwa High School in 2022 and am committed to continuous learning and professional growth. I am reliable, hardworking, eager to learn, and confident that I can make a positive contribution to your organization.

I would appreciate the opportunity to discuss how my skills and experience align with your needs. Thank you for considering my application. I look forward to hearing from you.

Yours faithfully,

Bongiwe Mandlanzi



Administrative Assistant

PROUDLY PRESENTED TO

BONGIWE MANDLANZI

Course Modules

- Administrative Skills • Office Communication
- Filing and Documentation • Time Management
- Computer Skills • Meeting Support
- Customer Service • Financial Administration
- Workplace Safety • Career Development

15 July 2026

DATE

A stylized, handwritten signature in black ink, appearing to be "B. Mandlanzi", written over a horizontal line.

SIGNATURE

EduCourse Director



Scan to verify

Teaching English as a Foreign Language Course (120 Hours)

is presented as a

Distinction

to

BONGIWE ANJELKA MANDLANZI

for the successful completion
of TEFL course

at

TEFL Professional Institute - Teacher Record

Peng Lyu

Director

Jun. 2025 Certificate No. TR1163549598





REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

BONGIWE ANJELKA MANDLANZI

Identity number 0303130804089

Exam number 8223110500053

Subject	%	Achievement level
IsiZulu Home Language	74	6
English First Additional Language	68	5
Life Orientation	72	6
Accounting	45	3
Business Studies	51	4
Economics	56	4
.....	***	*

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, 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 2022

M. S. LAKOMETSI

Chief Executive Officer

230 4402 2041 S



This certificate is issued without alterations or erasure of any kind.



UMALUSI



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

4001569

(See website for more information)

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MANDLANZI

Names:
BONGIWE ANJELKA

Sex:
F

Nationality:
RSA

Identity Number:
0303130604009

Date of Birth:
13 MAR 2003

Country of Birth:
RSA

Status:
CITIZEN



Signature:
Bongiwe Mandlanzi



Conditions:
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 90 11 00

Date of Issue:
17 FEB 2021

114576537





SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2025-08-06
BRAXPAN
SOUTH AFRICAN POLICE

EK SERTIFIEER DAT HIER
DIE DOORPROEKLING DOW...
IS 'EK SERTIFIEER VERDER DAT...
WYSENDING OF VERANDERING...
BRING IS NIE.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION OF THE
ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR IDENTIFICATION
PURPOSES CERTIFY THAT FROM MY OWN KNOWLEDGE AND BELIEF NO
CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT

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[Signature]

MAGSOMMER 7061575
FORCE NUMBER

NAAM IN DRUKSKRIE
NAME IN PRINT *Mandlanzi, Bongiwe*

INCOME TAX
Notice of Registration

BA MANDLANZI
C721 Old location
Brakpan
Ekurhuleni
1540

Enquiries should be addressed to SARS

Contact Detail

SARS 0800 00 7277
Alberton Website: www.sars.gov.za
1528

Details

Taxpayer Reference No. 2455915187
Date: 2023-09-10

Always quote this reference
number when contacting SARS



Dear Taxpayer

NOTICE OF REGISTRATION

The South African Revenue Service (SARS) confirms registration of the following taxpayer:

Name and Surname: BONGIWE ANJELKA MANDLANZI
ID number: 0303130804089
Taxpayer reference number: 2455915187
Date of Registration: 2023-09-09

Your tax obligation

Depending on your circumstances, you may be required to submit an annual income tax return. Should you be a provisional taxpayer, returns and payments will be required every six months. More details can be obtained from the SARS website.

Any person who derives by way of income any amount which does not constitute remuneration or an allowance or advance contemplated in section 8(1) of the Income Tax Act is regarded as a Provisional Taxpayer and may be required to submit provisional returns.

Kindly notify SARS of any change to your registered particulars within 21 business days of such change.

Should you have any queries please call the SARS Contact Centre on 0800 00 7277. Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE COMMISSIONER OF THE SOUTH AFRICAN REVENUE SERVICE

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21/09/2023
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