

TINYIKO PRETTY MATHEBANI

10047 IVORY PARK TEMBISA 1632
0716812151 | prettymathebani@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- NASASA** 03 July 2023 - 30 October 2025
ADMINISTRATION CLERK

DUTIES

- Data capturing and updating records
- Filing and organising documents
- Checking and verifying information
- Processing paperwork and documents
- Handling emails and correspondence
- Maintaining accurate records
- Assisting with general administration
- Providing customer support
- Performing ad-hoc administrative duties

Education

- Tshwane north tvet college** 2022
Public Management N6
- Kheto Nxumayo Agricultural school** 2017
Grade 12
- Rearabilwe** 2024
Certificate of competence
Computer skills, Basic computer Knowledge, typing and Microsoft office

Skills

- Ability to learn fast
- Microsoft office skills
- Ability to work independent and on team
- Analytical skills
- Leadership and management
- Ability to analyze and interpret
- Data capturing and Filing
- Report and correspondence writing
- Communication skills

Reference

- MR MTOMBENI - TSHWANE NORTH TVET COLLEGE**
LECTURER
0791035523
- BELLA GASANE - NASASA**
SUPERVISOR
0761227169