

CURRICULUM VITAE

ANEZWA NCCOKOTWANA

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Nationality: South African

Languages: English, isiXhosa, isiZulu

Driver's Licence: None

CAREER OBJECTIVE

A motivated and enthusiastic Business Management N6 graduate from Western TVET College seeking an internship opportunity to complete the required 18 months of practical workplace experience towards obtaining the National N Diploma. I am eager to apply my academic knowledge, develop my professional skills, and contribute positively to an organization while gaining valuable industry experience.

SKILLS SUMMARY

- Office Administration
- Microsoft Word, Excel and PowerPoint
- Computer Literacy

- Customer Service
 - Communication Skills
 - Data Capturing
 - Filing and Record Keeping
 - Time Management
 - Teamwork and Collaboration
 - Problem Solving
 - Attention to Detail
 - Administrative Support
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EDUCATION

Western TVET College

Business Management N6

Completed: 2026

Subjects

- Business Management
- Management Communication
- Financial Accounting
- Computer Practice
- Entrepreneurship and Business Management

Highest Qualification

National Certificate (Vocational) Level 4 (NCV Level 4)

PERSONAL ATTRIBUTES

- Hardworking
 - Honest and trustworthy
 - Reliable
 - Fast learner
 - Self-motivated
 - Professional
 - Willing to learn
 - Able to work under pressure
 - Good interpersonal skills
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WORK EXPERIENCE

Currently seeking an internship to obtain the practical workplace experience required for the National N Diploma in Business Management.

REFERENCES

Available upon request.