

# NOMONDE BHENGU

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## PROFESSIONAL SUMMARY

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Dedicated, disciplined and results-driven National Senior Certificate (Matric) holder with strong numeracy, sharp attention to detail and a professional, confident communication style. Dependable and quick to learn, with the ability to follow instructions accurately, stay calm under pressure and build positive relationships with colleagues and clients. Takes pride in delivering quality work, meeting deadlines and acting with honesty and integrity at all times. Seeking a role with a forward-thinking organisation where I can apply my strengths, keep growing and become a valued long-term member of the team.

## KEY SKILLS

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### Communication and Client Service

- Clear, confident and professional communication, both verbal and written
- Courteous, patient and solutions-focused when assisting clients and the public
- Builds rapport quickly and works well with people from all backgrounds

### Numeracy and Accuracy

- Strong numeracy and calculation skills, applied accurately and carefully
- Meticulous attention to detail when working with figures, data and records
- Logical problem-solving and sound decision-making

### Administration and Computer Skills

- Computer literacy: MS Word, MS Excel and MS Outlook
- Well organised, with strong time management; prioritises tasks and meets deadlines

### Work Ethic and Personal Attributes

- Reliable, punctual and committed, with strong integrity and respect for confidentiality
- Fast learner who welcomes training and feedback
- Calm and composed under pressure; adapts quickly and follows procedures accurately
- Team player who is equally comfortable working independently

## EDUCATION

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### National Senior Certificate (Matric)

Albini High School, 2020

Subjects passed: IsiZulu Home Language, English First Additional Language, Mathematical Literacy, Life Orientation, History, Life Sciences, Geography

## LANGUAGES

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- English – Fluent
- IsiZulu – Fluent

## REFERENCES

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Available on request.