

Asiphe Robongwana

Mxenge Street, Govan Mbeki Gqeberha Eastern Cape 6059

0735648321 | asirobongwana@gmail.com

Dear Hiring Manager,

I am a motivated and detail-oriented professional with a Higher Certificate in Business Studies and practical experience in Community Liaison (CLO), data capturing, and administrative support within both construction and retail environments, including Checkers.

I have developed strong competencies in office administration, data management, customer service, stakeholder engagement, and accurate record keeping. Through my experience, I have become highly organised, reliable, and capable of performing effectively in fast-paced and high-pressure environments while maintaining accuracy and professionalism.

I am committed to supporting operational efficiency, maintaining high standards of work, and contributing positively to organisational goals. I am also eager to continue developing my administrative expertise and growing within a professional working environment.

I would appreciate the opportunity to be considered for any suitable position within your organisation where my skills and experience may add value. Thank you for your time and consideration.

Yours faithfully,
Asiphe Robongwana.

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Objective

A motivated and detail-oriented professional with a Higher Certificate in Business Studies and practical experience in Community Liaison (CLO), data capturing, and administrative support within both construction and retail environments, including Checkers. Demonstrates strong competencies in office administration, data management, customer service, stakeholder engagement, and accurate record keeping. Highly organised, reliable, and capable of performing effectively in fast-paced and high-pressure environments. Committed to maintaining high standards of professionalism, supporting operational efficiency, and contributing positively to organisational goals while continuously developing administrative expertise.

Education

- **Nelson Mandela University** (2021)
Higher Certificate in Business Studies
- **Lutubeni SSS** (2014)
Grade 12 / Matric

Experience

- **Bontinite Construction** 12/2025 - 03/2026
Community Liaison Officer (CLO)
 - Served as the primary link between the construction team and the local community.
 - Communicated project updates, timelines, and employment opportunities clearly to stakeholders.
 - Coordinated and supported the recruitment of local labour in line with project requirements.
 - Managed and resolved community concerns to maintain positive working relationships.
 - Facilitated meetings with community leaders and ensured effective stakeholder engagement.
 - Reported community feedback and potential risks to project management.
- **Checkers CC Rylands Village, And, Corner Of College Road, Pooke Rd, Rylands, Cape Town, 7764**
Data Capturer/Administrative Assistant December 2017 - January 2019
 - Captured, updated and maintained accurate data on company databases and Excel spreadsheets.
 - Verified documents for accuracy and completeness before processing.
 - Assisted with filing, record-keeping and retrieval of documents when required.
 - Generated daily/weekly data reports for supervisors and management.
 - Communicated with internal departments to resolve discrepancies and clarify information.
 - Managed confidential information with professionalism and discretion.
 - Supported administrative tasks such as printing, scanning, emailing and phone queries.

Skills

- Supply Chain Coordination
- Logistics Planning & Operations
- Inventory and Stock Control
- Transport Scheduling
- Warehouse Support
- Basic Procurement
- Microsoft Excel (Data Capturing & Analysis)
- Ms Word & Office Suite
- Reporting & Data Management
- Communication & Stakeholder Engagement
- Problem Solving
- Time Management
- Teamwork
- Attention to Detail
- Ability to Work Under Pressure
- Customer service skills

- Ability to maintain confidentiality
- Ability to multitask and meet deadlines
- Administrative and clerical support experience
- Report writing and email communication

Reference

- **Mr Nathi Bhasi - Bontinite Construction**
Project Manager
nathidube26@icloud.com
0734766205
- **Ms Nokuthula Bakana - Checkers CC Rylands Village, And, Corner Of College Road, Pooke Rd, Rylands, Cape Town, 7764**
Controller
nokuthulabakana19@gmail.com
0713172665