

Nolwazi Dlamini

0718635087 | dlaminiolwazi75@gmail.com | Benoni, Gauteng

PROFESSIONAL SUMMARY

Marketing Management diplomate with hands-on experience in marketing assistance, office administration and public-facing field work. Completed 18 months of in-service training as a Marketing Assistant, has helped the public with business licences and trading permits, and is comfortable dealing with customers and clients. Reliable, computer literate and keen to apply her marketing knowledge in a junior marketing or administration role.

WORK EXPERIENCE

Field worker

City of Ekurhuleni, Benoni

November 2025 – June 2026

- Assisted members of the public with business licence and trading permit applications.

Admin Assistant

Chief Albert luthuli Primary no.2, Benoni

January 2021 – June 2021

- Typed letters, notices and other school documents accurately and on time
- Handled general office administration, including filing, record keeping and photocopying
- Assisted staff, parents and visitors with enquiries and directed them to the right person
- Screened learners, staff and visitors on arrival as part of the school's health and safety measures
- Sanitized classrooms, offices and shared surfaces to help keep the school safe
- Carried out ground duty, supervising learners during breaks and on the school grounds

Educators assistant

Petit High school, Benoni

November 2021 – August 2022

- Supported educators in the classroom by supervising learners and helping to maintain a positive learning environment
- Prepared, photocopied and distributed lesson materials, worksheets and assessments
- Assisted learners individually with classwork and instructions
- Helped with marking, capturing marks and keeping learner records up to date
- Typed, filed and organised school documents and educator paperwork

Marketing intern

Dr He Maepa institute, Boksburg

April 2024 – October 2025

- Worked across the full marketing function during an 18-month in-service internship, supporting almost every area of the department's marketing activity
- Supported promotion and advertising activities, and communicated with clients and customers on behalf of the institute
- Applied Marketing Management diploma knowledge in a real working environment, learning on the job and taking on tasks independently

EDUCATION

Marketing Management

Ekurhuleni East College tvet

NQF Level 6 | 2017

CORE SKILLS

- Customer / client interaction
- Customer service
- Email Microsoft PowerPoint
- Microsoft Word
- Typing and administration

REFERENCES

O S Ratsoma

Mentor

0797188464