

LUNGILE MADUNA

lungilemaduna0@gmail.com

066 272 0848

851 Mahogany Alveda Park

Johannesburg, Gauteng

ADDITIONAL DETAILS

ID Number: 9902060264080

Citizenship: South African

Preferred language: English

PROFESSIONAL SUMMARY

Motivated professional with experience as administrator and Teacher assistant at ORTSA, qualified with National Senior Certificate (NSC). Brings 2 year(s) public-sector experience and 1 year(s) private-sector experience. Strengths include Communication, Time Management, Teamwork, and Problem Solving. Comfortable communicating in English, IsiZulu, and Sesotho. Administrative careers often grow from clerk or assistant roles into officer, supervisor and specialist posts as accuracy and systems knowledge deepen. Seeking roles such as cleaner where reliability, service excellence and continuous learning are valued.

WORK EXPERIENCE

administrator	01 2019 – 01 2020
ORTSA	
<ul style="list-style-type: none">• Supported daily office administration, filing and correspondence• Managed scheduling, data capture and document control• Assisted colleagues and clients with professional communication	
Teacher assistant	01 2020 – 01 2022
Gauteng department of education	
<ul style="list-style-type: none">• Provided reliable administrative and operational support• Coordinated tasks, records and stakeholder communication• Contributed to a well-organised and efficient work environment	
claims administrator	01 2022 – 01 2024
Hollard life insurance	
<ul style="list-style-type: none">• Supported daily office administration, filing and correspondence• Managed scheduling, data capture and document control• Assisted colleagues and clients with professional communication	

EDUCATION

National Senior Certificate (Matric)

Raphela Secondary school
2017

SKILLS

Communication

Time Management

Teamwork

Problem Solving

Computer Literacy

Microsoft Office

Data Capture

Organisation

REFERENCES

Suzen Ngubane

Manager

Manager , Hollard life insurance

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