LETHUKUTHULA NYANDENI

Johannesburg, Commissioner Sauer 35 St. | 073 894 9478 | thabonyandeni05@gmail.com

PROFESSIONAL PROFILE

Bachelor of Arts graduate with hands-on administrative experience in maintaining accurate records and documentation, resolving routine queries and supporting colleagues day to day, using Microsoft Excel and Word. Dependable, detail-focused and keen to learn new systems and processes.

KEY PROJECTS

Customer Service Process Support

- Managed customer enquiries and service requests while maintaining accurate records.
- Organised operational information using Microsoft Excel and Microsoft Word.
- Supported efficient communication between customers and internal stakeholders, improving record accuracy and service continuity.

Research & Information Analysis

- Planned and delivered academic research assignments within strict deadlines.
- Analysed information from multiple sources and produced structured written reports.
- Applied critical thinking to present evidence-based conclusions and recommendations.

PROFESSIONAL EXPERIENCE

Administration | Isikhaba seBhubesi Trust

November 2025 – May 2026

- Provided day-to-day administrative support and responded to enquiries.
- Maintained organised records and files to support reporting accuracy.
- Prepared and updated documentation using Microsoft Excel and Microsoft Word.
- Supported daily administrative activities and collaborated with colleagues to meet operational priorities.
- Filed balance sheets, income statements, payroll and expense reports, and the annual budget and forecast, and made them available to the financial auditor.
- Kept records of meetings and their dates to maintain an accurate, up-to-date schedule and filing.
- Handled information with accuracy and attention to detail.

EDUCATION

Bachelor of Arts | University of Johannesburg | 2025

National Senior Certificate | Umfolozi Secondary School | 2022

CORE SKILLS

- Prepare and update documents, records and reports using Microsoft Excel, Word and PowerPoint
- Maintain daily records and files accurately, with working knowledge of documentation processes
- Provide day-to-day administrative support to colleagues and stakeholders
- Respond to enquiries and resolve routine service requests
- Provide general guidance and support to users and customers
- Organise and capture data accurately to support reporting
- Research information from multiple sources and write structured reports within deadlines
- Work collaboratively with colleagues and meet operational priorities in a fast-paced environment
- Handle confidential financial and organisational information with discretion
- Organise financial statements, payroll and budget records to support audits
- Communicate professionally with colleagues and stakeholders, in writing and verbally
- Reliable, punctual and quick to learn new systems and processes

LANGUAGES

- IsiZulu (Native)
- English (Professional Proficiency)

REFERENCES

- **Ms Nelisiwe Zulu** – Treasurer | 072 526 5498
- **Busisiwe Jiyane** – Financial Auditor | 084 221 7516
- **Mabongi Buthelezi** – Organisational Representative | 078 081 7878