DELIGHT **MHALENI**

Business administration

delightmhaleni28@gmail.com

0663950157

13595 Ivory Park Khoza street Midrand
1685, Gauteng

PROFESSIONAL SUMMARY

Motivated and detail-oriented Administrator with a background in Business Administration, computer support and customer service. Holds an N3 Business Administration Certificate and has experience supporting administrative processes, maintaining accurate information, working with computers and assisting people in a professional environment. Proficient in Microsoft Office, including Word, Excel, PowerPoint and Outlook, with strong attention to detail, organisation and communication skills. Able to maintain records, manage administrative information, respond to queries, support daily operations and work effectively as part of a team.

SKILLS

Administrative Support, Business Administration, Stock Control & Record Keeping, Data Capturing & Record Maintenance, Customer Service, Email Communication, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Data Accuracy & Attention to Detail, Document Management, Filing & Organisation, Client Communication, Query Resolution, Operational Support, Teamwork & Collaboration, Time Management, Problem Solving, Confidentiality, Ability to Learn New Systems, Computer Literacy

LANGUAGES

- English (Fluent)
- Isizulu (Fluent)
- Sepedi (Fluent)

WORK EXPERIENCE

Administration Assistant 02/2024 – 01/2025
Eruditio | Kempton park

- Provided general administrative support to assist with efficient day-to-day operations.
- Maintained accurate administrative records and organised documentation.
- Captured and updated information accurately using computer systems and Microsoft Office applications.
- Assisted with filing, document management and administrative follow-ups.
- Responded professionally to queries and communicated information to relevant individuals.
- Assisted colleagues with administrative tasks and ensured work was completed within required timeframes.
- Maintained a high level of accuracy when handling information and documentation.
- Prioritised multiple administrative tasks according to urgency and deadlines.
- Followed organisational procedures and maintained professional standards.
- Supported team members and management with additional administrative duties when required.

Computer lab facilitator 04/2022 – 03/2025
The Click Foundation | Sandton

- Assisted learners and staff with basic computer-related activities and technical support.
- Supported users with Microsoft Office applications and general computer literacy.
- Helped users understand and correctly use computer applications and equipment.
- Maintained an organised computer lab environment and ensured equipment was handled appropriately.
- Assisted with troubleshooting basic computer and software-related issues.
- Communicated instructions clearly and professionally to users with different levels of computer knowledge.
- Maintained attention to detail when monitoring computer equipment and user activities.
- Supported the smooth day-to-day operation of the computer laboratory.
- Demonstrated patience, problem-solving ability and strong interpersonal skills.

EDUCATION

N3 BUSINESS ADMINISTRATION 2025
Erudutio

Grade 12 (Matric Certificate) 2018
MANUKUSE HIGH SCHOOL

REFERENCES

Nomonde Bam Manager,TheClickFoundation :079 070 6339

Eric Dube Facilitator , Erudutio: 0119730205 | erick@eruditio.co.za



REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
MHALENI
Names:
DELIGHT
Sex:
M
Nationality:
RSA
Identity Number:
9811155625081
Date of Birth:
15 NOV 1998
Country of Birth:
RSA
Status:
CITIZEN

Signature:
DM

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DIE OORSPRONKLIKE DOKUMENT WAT AAN MY VIR WAARNEMING VOORGELÊ
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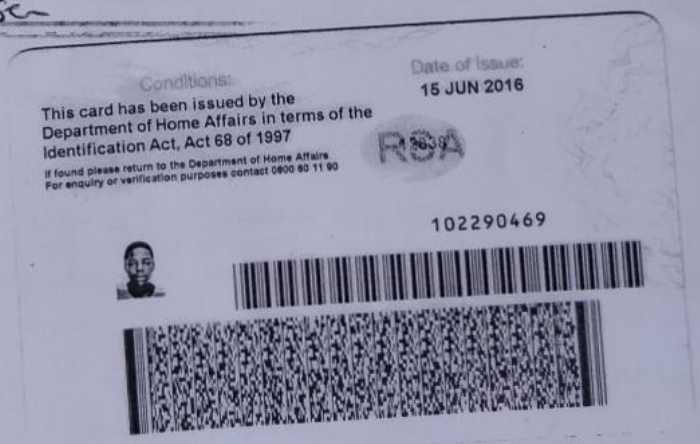
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BW Paulsen
HANDTEKENING/SIGNATURE

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NAME IN PRINT

SOUTH AFRICAN POLICE SERVICE
VISPOL COMMANDER
2025 -03- 26
IVORY PARK
SOUTH AFRICAN POLICE SERVICE



Conditions:
This card has been issued by the Department of Home Affairs in terms of the Identification Act, Act 68 of 1997
If found please return to the Department of Home Affairs
For enquiry or verification purposes contact 0800 60 11 90

Date of Issue:
15 JUN 2016

RSA

102290469

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

DELIGHT MHALENI

Identity number 9811155625081 *Exam number 8192609506372*

Subject	%	Achievement level	Date
Xitsonga Home Language	63	5	Nov 18
English First Additional Language	54	4	Nov 19
Mathematical Literacy	44	3	Nov 18
Life Orientation	47	3	Nov 18
Agricultural Science	40	3	Nov 18
History	74	6	Nov 18
Life Sciences	36	2	Nov 18
Religion Studies	76	6	Nov 18
**********	***	*	

This candidate is awarded the National Senior Certificate and has met the minimum requirements for admission to bachelor's degree, diploma or higher certificate study as gazetted for admission to higher education, subject to the admission requirements of the higher education institution concerned.

SOUTH AFRICAN POLICE SERVICE
VISPOL COMMANDER
2025 -03- 26
IVORY PARK
SOUTH AFRICAN POLICE SERVICE

With effect from December 2019

M. S. Rakometsi

Chief Executive Officer

202 4609 6067 H

This certificate is issued without alterations or erasure of any kind

UMALUSI

Council for Quality Assurance in General and Further Education and Training South Africa

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(See reverse for more information)

SUB: Delight Mhaleni Learnership Completion Letter

25 January 2025

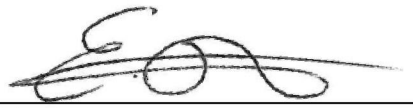
Dear Delight Mhaleni

This letter serves to confirm that **Delight Mhaleni**ID number **981155625081** has, after internal ETQA, completed the **National Certificate: Business Administration ID: 67465** learnership with Eruditio Skills development Consultants (Pty) Ltd.
The learnership is ending on **31 January 2025**.

During this period, you completed:

- Communication Skills
- Business Writing Skills
- Human Resources Management Skills
- Customer Service
- Administration Skills
- Organisational Skills
- Research and Numeracy Skills
- Research and Numeracy Skills
- Information Technology
- General Business Skills

We hope that the experience gathered during this period will come to fruition in your future endeavours. We are proud to have been a part of the development process of the aforementioned candidate.



Eric Dube
Learning & Development Manager
eric@eruditio.co.za
011 973 0205

This is based on internal ETQAprocesses, and the SETA reserves the right to pass a different judgement

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

2026 -04- 25

CERTIFICATE OF COMPETENCE

This is to certify that

DELIGHT MHALENI

9811155625081

Has been found competent against the registered qualification

National Certificate: Business Administration Services : Level 03

SAQA ID: 23655

CREDITS : 134

Issued under the Skills Development Act, 1998 (Act 97 of 1998)

Date Issued : 22 June 2025

Sibusiso Dhladhla
Acting Chief Executive Officer
For and on behalf of Services SETA

CERTIFICATE NUMBER :00379411

This Certificate is issued without alteration or erasure of any kind

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