AKANI NEVILLE MABUZA

Office Administrator

PERSONAL INFORMATION

Nationality: South African

Gender: Male

Address: Sasavona street, 1168A

Contact number: 071 915 8479

Email: akanimabz@gmail.com

PROFILE SUMMARY

Motivated and detail-oriented Office Administration professional currently completing a Management Assistant N6 qualification at Capricorn TVET College, Senwabarwana Campus. Equipped with a foundation in administrative operations, professional office communication, filing systems, and document management built over the N4 and N6 programmes. Demonstrates strong written and verbal communication skills, computer literacy across Microsoft Office applications and the ability to manage multiple tasks efficiently under pressure. Seeking to contribute meaningfully to an organisation through an internship, learnership, service training, or entry-level administrative role, while continuing to grow as a professional.

KEY SKILLS

- Microsoft Office Proficiency (Word, excel and PowerPoint)
- Office administration
- Filling and typing
- Communication skills
- Telephone Etiquette
- Teamwork and Time Management

EDUCATION & QUALIFICATIONS

Capricorn TVET Collage - Senwabarwana Campus

National Certificate

- Management Assistant N4-N5 **2025 – 2026**
- Management Assistant N6 **In Progress**

REFERENCE

Name: Ms M.J. Maila

Position: Educational Specialist

Contact number: 015 880 0286/ 079 589 2162