AVUYILE NYOVANE

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Public Admin | Business Support

PROFESSIONAL SUMMARY

Information Management and Public Administration graduate with a BCom Honours in Information Management and a BA in Public Management and Governance, supported by a strong academic foundation in information management, records management, business intelligence and public sector governance. Developed knowledge of information analysis, electronic records management, research, business intelligence and administrative support through structured academic coursework and volunteer experience. Seeking entry-level opportunities in information management, records management, knowledge management, business operations support, administration or public sector governance to apply academic training and contribute to efficient organisational operations.

CORE COMPETENCES AND SKILLS

- Records Management & Data Capture
- Electronic Records Management
- Public Administration & Governance Support
- Information Verification
- Microsoft Office 365
- Research and Information Analysis
- Invoice Verification
- Team Collaboration
- Electronic Records Management

VOLUNTEERING EXPERIENCE

University of Johannesburg **2025**
Academic and Practical Exposure)

- Applied information management principles through academic coursework, including information governance, records management and knowledge management.
- Interpreted business intelligence, competitive intelligence and information management concepts within structured academic modules.
- Applied research methodologies to analyse information, evaluate organisational challenges and support evidence-based decision-making.
- Developed knowledge of electronic records management principles and information systems within structured academic learning environments.
- Compiled structured research reports, academic assignments and written submissions aligned with university and academic standards.
- Developed proficiency in Microsoft Word, Excel and PowerPoint for documentation, research presentation and administrative activities.

Sifunda Kunye Reading Club **01/2019 – 12/2020**
Reading Club Facilitator (Volunteer)

- Provided administrative support to facilitate community-based learning programmes and maintain attendance records.
- Recorded learner attendance accurately to support programme administration and reporting requirements.
- Facilitated structured reading sessions and educational activities for children within the local community.
- Promoted literacy development and encouraged active participation in educational initiatives.
- Assisted in coordinating weekend learning activities to support learner engagement and programme delivery.
- Communicated effectively with learners and programme coordinators to ensure organised daily activities.
- Supported community development initiatives through structured educational and learning programmes.

EDUCATION

- BCom Honours in Information Management, University of Johannesburg, 2025
- Bachelor of Arts in Public Management and Governance, University of Johannesburg, 2024
- Grade 12 (National Senior Certificate), St Matthew's High School, 2021

REFERENCES

- Sanga Mabulu, Reading Club Manager, Sifunda Kunye Reading Club, 071 291 3987
- Dr Sthembiso Khumalo, HOD: Department of Information and Knowledge Management, University of Johannesburg, 011 559 2186, skhumalo@uj.ac.za