NTOMBIFUTHI SOYIZWAPHI

Katlehong, Gauteng | 060 410 0123 | ntombifuthisoyizwaphi4@gmail.com

PROFESSIONAL SUMMARY

Administration professional with two years of internship experience and additional experience in a general worker role. Skilled in office support, document handling, communication, record keeping and day-to-day operational assistance. Reliable, adaptable and prepared to contribute in administration, reception, customer service or general support roles.

CORE SKILLS

Office Administration | Document Filing | Record Keeping | Customer Service | Communication | Problem Solving | Teamwork | Organisation

WORK EXPERIENCE

Administrative Intern | Seonyatseng Learning Institute

April 2022 - May 2024

- Provided day-to-day administrative support and helped keep office records organised and accessible.
- Prepared, sorted and filed documents while supporting accurate record keeping.
- Assisted with enquiries, communication and routine coordination tasks.
- Supported staff with general office duties and followed instructions to complete tasks on time.

General Worker | Lotus

2019 - 2020

- Completed general duties to support daily workplace operations.
- Maintained clean, safe and organised work areas.
- Assisted colleagues with assigned tasks and responded to changing operational needs.
- Followed workplace procedures and completed duties responsibly.

EDUCATION

Business Administration Level 3 | Seonyatseng Learning Institute | 2022

National Senior Certificate Grade 12 | Qokolweni Senior Secondary School | 2015

ADDITIONAL INFORMATION

Languages: English, isiXhosa, isiZulu

Driver's licence: Code C1

REFERENCES

T Mthethwa | Director, Seonyatseng Learning Institute | 011 568 7415

Jennifer | Supervisor, Lotus | 023 492 0060

REPUBLIC OF SOUTH AFRICA

National Senior Certificate

Awarded to

NTOMBIFUTHI SOYIZWAPHI

Identity number 9405101382085

Subject	Achievement %	Achievement level
IsiXhosa Home Language	67	5
English First Additional Language	47	3
Mathematical Literacy	35	2
Life Orientation	[illegible]	5
Business Studies	53	3
Economics	48	3
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SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -10- 07
KATLEHONG NORTH
SUID-AFRIKAANSE POLISIEDIENS

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

With effect from December 2015

M. S. Lakometsi

Chief Executive Officer

160 7407 9905 N

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

6536486

(See reverse for more information)

24/34

SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY

CERTIFICATE OF COMPETENCE

This is to certify that

NTOMBIFUTHI SOYIZWAPHI
9405101382085

Has been found competent against the registered qualification

National Certificate: Business Administration Services : Level 02

SAQA ID: 23833

CREDITS : 133

Issued under the Skills Development Act, 1998 (Act no 97 of 1998)

Date Issued : 08 August 2022

SOUTH AFRICAN POLICE SERVICE
CLIENT SERVICE CENTRE
2026 -10- 07
KATLEHONG NORTH
SUID-AFRIKAANSE POLISIEDIENS

Menzi Fakude
Chief Executive Officer
For and on behalf of Services SETA

CERTIFICATE NUMBER : 00268443
This Certificate is issued without alteration or erasure of any kind

2022000895630

ISSUED WITHOUT ANY ALTERATIONS AND ERASURES

REPUBLIC OF SOUTH AFRICA
NATIONAL IDENTITY CARD

Surname:
SOYIZWAPHI
Names:
NTOMBIFUTHI
Sex:
F
Nationality:
RSA
Identity Number:
9405101382085
Date of Birth:
10 MAY 1994
Country of Birth:
RSA
Status:
CITIZEN



Signature

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:
25 OCT 2025

203611657







OLICE SERVICE
CE CENTRE
10- 07