CONTACT

Nomvelo Buyiswa Mbambo

Marshall Islands
Cosmo City
2188

0798096583

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OBJECTIVE

Resourceful administrator with experience in project administration, general administration, and student recruitment support. Possesses a strong foundation in business analysis and systems development, complemented by proficiency in MS Office Suite and internet usage. Skilled in planning, coordinating, and problem-solving, with a demonstrated ability to work independently and effectively with people. Eager to leverage administrative expertise and problem-solving skills to contribute to organisational success.

SKILLS

- Ability to work independently (initiator) also managed to work with people.
- Self-motivated, energetic and ability to solve problems on site.
- Confident in a range of computer including: MS Office Suite, Internet, and Outlook.
- Knowledge of SETA processes and compliance requirements

COMPETENCY

- Planning and Coordinating

EDUCATION

2023
- **Forge Academy & Labs**
  Business Analysis
  NQF Level 5

2021
- **Tsafrica Foundation**
  Systems Development
  NQF Level 4

2019
- **Ekurhuleni West TVET College**
  Information Technology and Computer Science
  NQF LEVEL 3 (Incomplete)

2018
- **Ekurhuleni West TVET College**
  InformationTechnologyand Computer Science
  NQF Level 2

2014
- **Sihayo High School**

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EXPERIENCE

05 January 2026 - 12 October 2026
- **General Administrator**
  Forge Academy and Labs
  - Registered learners on the MICT SETA system and ensured accurate capturing and verification of learner information.
  - Managed learner files, enrolment documents, attendance registers, and other training records.
  - Prepared administrative reports, spreadsheets, and learner attendance and progress updates.
  - Coordinated learnership administration, including learner communication, training schedules, and assessment documentation.
  - Provided general administrative support, maintained accurate records, and

ensured documentation was submitted within required deadlines.

06 January 2025 - 31 December 2025

- **Project Administrator**
  Forge Academy
  Project Administrator – Key Responsibilities

  - Coordinated and monitored project activities to ensure tasks and deadlines were completed efficiently.
  - Maintained project documentation, learner records, attendance registers, and progress reports.
  - Prepared project reports, updated Excel trackers, and monitored project deliverables and milestones.
  - Communicated with learners, facilitators, and management to ensure smooth project operations.
  - Assisted with project planning, scheduling, compliance documentation, and administrative support for learnership programmes.

08 January 2024 - 31 December 2024

- **Junior Administrator**
  Forge Academy & Labs
  Junior Administrator – Construction Learnership

  - Assisted with learner registration, enrolment documentation, and maintenance of learner files for construction learnership programmes.
  - Captured and updated learner information, attendance registers, and training records.
  - Supported the coordination of training schedules, assessments, and communication between learners and facilitators.
  - Prepared administrative reports, spreadsheets, and progress updates for management.
  - Provided general office support, maintained accurate documentation, and assisted with compliance requirements for construction training programmes.

31 July 2023 - 30 November 2023

- **Student under Recruitment Agency Department**
  Forge Academy & Labs
  •Developed CVs for clients.
  •Authored engaging blurbs for LinkedIn profiles.
  •Validated documents against specified requirements and demographic criteria.
  •Generated shortlists of qualified candidates.
  •Conducted pre-interview assessments.
  •Scheduled and executed interviews.

10 May 2022 - 04 November 2022

- **Library Assistant (Intern)**
  Alberton Library
  •Assisted patrons with CV creation, managed book and CD check-outs/discharges, and processed library card fine payments.
  •Supported job seekers by creating profiles on the Ekurhuleni website and other relevant platforms.
  •Facilitated digital literacy training for individuals lacking computer skills.
  •Provided research assistance to school-aged children.

REFERENCE

- **Disebo Mokoena - ForgeAcademy and Labs**
  Manager
  disebo@forgeacademy.co.za
  010 880 3795

- **Themba Radebe - Alberton Library**
  Librarian
  011 999-2620