NOKUBONGWA NALA

Contacts: 079 797 0334/072 699 0663 | Email: mahlony1996@gmail.com | Location: 72 End street Doornfontein, Johannesburg 2001

PROFESSIONAL SUMMARY

An enthusiastic and dedicated professional seeking a full-time administrative role to leverage strong organizational and analytical skills. Eager to apply knowledge in office management and strategic planning to contribute effectively to organizational success. Committed to continuous learning and developing new competencies within a dynamic, growth-oriented environment that champions innovation and teamwork.

KEY SKILLS

- **Administrative & Office Management:**
  Office Management, Administration, Filing Systems Maintenance, Logistics Management
- **Technical Proficiency:**
  Computer Literacy (MS Office Suite, Persal system)
- **Planning & Analysis:**
  Strategic Planning, Analytical Skills, Planning Skills, Problem Analysis, Attention to Detail
- **Interpersonal & Communication:**
  Communication and Collaboration, Situational Judgement, Problem Resolution

PROFESSIONAL EXPERIENCE

Internship

Gauteng Department Of Education | 2023 – 2024

- Administered and processed appointments for all staff members, ensuring accuracy and compliance.
- Managed finance mandates for both normal and abnormal staff appointments.
- Accurately captured leave forms onto the Persal system, maintaining up-to-date records.
- Maintained and updated the administration filing system for efficient record management.
- Assisted with various human resource processes including misconduct, grievances, and disciplinary actions.
- Supported the administration of staff terminations and suspensions.
- Monitored staff attendance and coordinated logistical requirements.
- Implemented and updated post establishment data for both district and school levels.
- Received and verified post establishment documentation for extraordinary positions.

EDUCATION

University Of South Africa

- Higher Certificate in Archive and Record Management|2021

Berea Technically College

- Human Resource Management N6| 2019

Uyaya High School

- National Senior Certificate(Grade 12)|2015

REFERENCES

- **Ms Busi Mabele :**
  Assistance Director | Gauteng Department Of Education | 011 694 9429
- **Ms H.P Makhubela:**
  Mentor | Gauteng Department Of Education | 011 694 9436