Sinenhlanhla Nkomo

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Summary

A motivated and responsible graduate with a background in Theology, Pastoral Counselling and Psychology. Possesses excellent communication, active listening and interpersonal skills, with the ability to interact professionally with people from diverse backgrounds. Experienced in customer assistance, document preparation, CV formatting, printing and general administrative duties. Highly organised, attentive to detail and adaptable, with a strong willingness to learn and contribute to a professional working environment.

Experience

K20 Internet Café | Internet Café Attendant

- CV typing and preparation.
- Printing and photocopying.
- Scanning and document formatting.
- General computer and internet services.
- Customer assistance.

Education

North-West University, Bachelor of Theology **2027**

Major: Pastoral Counselling and Psychology

University of the Free State, Higher Certificate in Theology **2024**

Major: Theology

Skills & abilities

- Excellent verbal and written communication
- Customer service
- Active listening
- Computer literacy
- Professional telephone etiquette
- Conflict resolution
- Data capturing
- Time management
- Attention to detail
- Ability to work under pressure

Reference

Available upon request