

SINENHLANHLA

NDLANGISA

VIRTUAL ASSISTANT

CONTACT

061 545 0479

@SibusisiweSine1



sibusisiwendlangisa@gmail.com

PROFILE

Administrative assistant who is dedicated and adaptable, has strong organisational abilities, and is well-versed in company policies and procedures. Excellent interpersonal and communication skills as well as strong strategic planning ability.

SKILLS

- Great team work
- Excellent listening and communication skills
- Friendly, courteous, and service oriented.
- Poised under pressure
- Proficiency in Google workspace and MS OFFICE
- Interpersonal effectiveness and presentable
- Willingness to learn and show initiative
- Great telephone manners

EXPERIENCE

Education First (14 August 2021- 30 November 2021)

Teacher: Responsible for preparing lesson plans and educating students at all levels. I teach adults English from beginner to advance. I also grade them based on their performance during class and give them advice on how they could improve their use of the English language.

Type Three Projects (12 December 2019 –30 June 2020)

Personal assistant: Acting as a first point of contact as well as handling correspondents. Managing diaries and organizing meetings/appointments, reminding the employer of important tasks and deadlines. Implementing and maintaining administrative systems liaising with staff, suppliers, and clients.

North West University (02 February 2019-02 August 2019)

IT Associate: I assisted students with any WIFI related issues, viruses and gave personal tutorials in navigating Ms Office

EDUCATION

North West University
North West University
Providence Academy
ALX Program

[LEVEL OF EDUCATION – IN PROGRESS DEGREE] 2023 BED
BUSINESS STUDIES

[LEVEL OF EDUCATION – COMPLETED DEGREE] 2021 BA
BEHAVIORAL SCIENCE

[LEVEL OF EDUCATION – COMPLETED MATRIC] 2015
SECONDARY SCHOOL

[YEAR OF GRADUATION – COMPLETED] 2022 VIRTUAL
ASSISTANT PROGRAM

REFERENCES

Education First

Personal Assistant

IT Associate

REFERENCES

Name: Bo Majokweni
Company: Education First
Position: Supervisor
Contact number: N/A
Email address: bo.majokweni@ef.com

Name: Tumelo Setagane
Company: Type three projects
Position: Owner
Contact number: 073 961 8432
Email address: setagane@gmail.com

Name: Robert Azwidowi
Company: North West University
Position: Head of student support services
Contact number: 072 622 2367
Email address: Robert.Azwidowi@nwu.ac.za