



Bongiwe Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative Assistant

I'm a diligent and self-disciplined Administrative Assistant with strong organizational and problem-solving skills. Experienced in data entry, records management, and managing schedules.

Proficient in Microsoft Office Suite, data software, and basic data analysis. Known for delivering high productivity and consistently providing top-tier customer service. Passionate about contributing to organizational efficiency and supporting business operations with a high level of integrity and discretion.

Preferred occupation

Administrators

Administrative jobs

Receptionist

Administrative jobs

Personal assistant

Administrative jobs

Government jobs

Government jobs

Jobs for students

Student jobs

Preferred work location

East Rand

Gauteng

Pretoria / Tshwane

Gauteng

Lydenburg

Mpumalanga

Mbombela / Nelspruit

Mpumalanga

Middelburg

Mpumalanga

Contacts and general information about me

Day of birth

2002-06-14 (23 years old)

Gender

Female

Residential location

Johannesburg

Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2024.01 iki 2024.12**

Company name Posterity

You were working at: Administrators

Occupation Administrative Assistant

What you did at this job position? Assisted with Admin work.

Education

Educational period **nuo 2021.03 iki 2024.12**

Degree Diploma

Educational institution Tshwane University of Technology

Educational qualification Administrative Information Management

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
SiSwati	good	very good	basic
Sepedi	good	good	basic

Computer knowledge

Microsoft office

Google suite

Productivity software

Spreadsheet

Word processing

Hardware skills

Technical skills

Digital skill

Additional information

Your hobbies Reading
Volunteering

Driver licenses None

Salary you wish	350 R per month
How much do you earn now	0000 R per month