



Luyanda Ngubeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a detail-oriented and reliable administrative professional with experience in office administration, stakeholder liaison, customer service, and information management. Known for strong communication skills, politeness, and sound telephone etiquette. A proactive team player who ensures smooth daily operations, accurate reporting, and compliance with organisational procedures

Preferred occupation	Administrators Administrative jobs
	Government jobs Government jobs
Preferred work location	Witbank Mpumalanga

Contacts and general information about me

Day of birth	2002-05-13 (23 years old)
Gender	Male
Residential location	Witbank Mpumalanga
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2024.01 iki 2024.12
Company name	University of the Free State
You were working at:	Administrators
Occupation	Library Circulation Assistant
Working period	nuo 2020.11 iki 2022.03
Company name	Memel Primary School
You were working at:	Administrators
Occupation	Education Assistant

Education

Educational period	nuo 2024.02 iki 2024.12
Degree	Honours
Educational institution	University of the Free State
Educational qualification	Postgraduate Diploma in Governance & Political Transformation
Educational period	nuo 2020.03 iki 2023.12
Degree	Degree
Educational institution	University of the Free State
Educational qualification	Bachelor of Arts Degree in Governance & Political Transformation

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office, Windows and Adobe

Conferences, seminars

Ai for Good Expo , November 2025

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-10-00 (3 years)