



# 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	Information is available only for registered users. <a href="#">Sign in</a>
Email address	Information is available only for registered users. <a href="#">Sign in</a>

## Work experience

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

## Education

Educational period	<b>nuo 2024.02 iki 2024.12</b>
Degree	Honours
Educational institution	University of the Free State
Educational qualification	Postgraduate Diploma in Governance & Political Transformation
Educational period	<b>nuo 2020.03 iki 2023.12</b>
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)