

NOMAKHWEZI NTSHELE

CONTACT

 nomah.ntsele@gmail.com
 +27 71 544 6209
 Morningside; Durban; 4001

PERSONAL INFORMATION

Date of Birth : 21 July 1994
Marital Status : Single
Nationality : South African
Gender : Female
Driving Licence : Code 08 (B)
Health status : No disabilities
Availability : Immediately

COMPETENCIES AND SKILLS

Good communication (both written and verbal) skills.
Competent in Microsoft Office Package, Internet, and Email use.
Able to work independently as well as with a team.
Excellent report-writing and presentation skills.
Able to work in a high-pressured environment with stringent deadlines.
Good interpersonal and people's skills.

REFEREES

Thamsanqa Myeza - Department of Public Works & Human Settlements
Head of Ministry
+27 66 445 6667
Vish Goveder - Newcastle Municipality
Municipal Manager
+27 79 036 6059
Bhekizizwe Sifundo Nkosi - UKZN
Head of Department
+27 31 260 2183 or +27 74 862 6026
Muzomuhle Mhlongo - UKZN
Manager/Mentor
+27 31 260 8605 or +27 73 762 1483
Sunshine Myende - IEC
Presiding Officer
+27 61 407 0705

LANGUAGES

IsiZulu, English

EDUCATIONAL QUALIFICATIONS

In progress **Master of Commerce in Leadership Studies**
University of KwaZulu-Natal
2018 **BBA (Hons) in Public Administration**
University of KwaZulu-Natal
2017 **BSocSci in Political Science & Legal Studies**
University of KwaZulu-Natal

EMPLOYMENT HISTORY

15 August 2022 - 23 May 2023 **Personal Assistant**
Department of Public Works & Human Settlements (Office of the Executive Authority)
Provide Executive and administrative support.
Assist community members with enquiries.
Schedule meetings and conferences.
Perform general administrative duties such as filing of documents and recordkeeping.
August 2019 - October 2021 **Executive Assistant**
Newcastle Municipality
Manage the Mayor's diary and schedule meetings.
Act as Liaison Officer between community members and the municipal office.
Minute all meetings of the Executive Mayor.
01 March 2017 - 30 June 2019 **Assistant Administrator**
University of KwaZulu-Natal
Worked at both the Teaching and Learning and Student Residence Affairs departments.
Collate spreadsheets and capture students' marks on the Student Mark System.
Provide Academics with equipment to ensure effective teaching and learning.
Handle incoming mail correspondence and calls.
Allocate students in their respective residences.
Assist students and ensure residences comply with safety and health requirements.
01 January 2017 - 28 February 2017 **Student Advisor**
University of KwaZulu-Natal (UKZN)
Consult with students and provide advice on the best courses to choose for them.
Capture and process new applications.
Facilitate career expositions and offer career guidance to existing and prospective students.
August 2016 - August 2016 **Electoral Officer**
Electoral Commission of South Africa (IEC)
Verify all individuals are registered as voters.
Ensure the voters' roll register is accurate.
Explain the voting process to all voters.
Prepare and submit statistics of all votes.