Nokukhanya Nosipho Sibisi

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ABOUT ME

Goal driven professional with excellent interpersonal communication strengths, seeking position to develop and expand my skills, knowledge and experience. I Possess a National Diploma in Language Practice. I am looking forward further my studies,I hold a code 10 driver's licence as well.I am seeking an opportunity that will develop my knowledge and skills in the field.

SKILLS & PROFICIENCIES

- Computer Literacy
- Translating, Editing ,Proofreading ,Interpreting and Transcribing
- Problem solving skills.
- Verbal and Written Communication
- Attention to detail
- Organized multi - tasker

REFERENCES

- Tshwane University of Technology. Mr Masilela. Mentorship Supervisor.0799876175
- Dept of Social Development.Mr. Methule.0324568200
- Black Skills Development Providers Association.Miss Makhaye Chairperson.0761711529

EDUCATIONAL BACKGROUND

- **Mthengeni High school Senior Matric certificate 2014**
- **Tshwane University of Technology**

National Diploma in Language Practice
2018 - 2022

WORK HISTORY

Department of Social Development
[Nov 2019 to 2022]
Responsibilities

- Providing reception support,responding to enquiries and giving general information.
- Filing the necessary forms and documents for admission.
- Taking minutes.
- Creating content to and editing texts to suit diverse cultures in relevant posts and invitations.
- Participating in different fundraisings,programs and events to in regards to raise funds for the NGO's missionand goals.
- Providing administration and financial management including tracking expenditure,reports,resolving discrepancies.

Tshwane University of Technology I-center and ERC Student Assistant

[July 2020 – June 2021]
Responsibilities.

- Handle an average of 60 Electronic Resources and Information Centre (ERC and I-Centre) clients' queries per day, and floor walking to assist clients.
- Report all software problems to the supervisor and assist students with basic computer literacy and access to TUT services and software.
- Ensure that ERC or I-Centre clients act in accordance with TUT policies, rules, and regulations.
- Perform administrative tasks including answering employee related questions, filing of paperwork for COVID-19 check and reporting all software problems to maintenance