

NOTHANDO NKOSI

078 523 5149 · nothandonkosey@gmail.com
167 Rahima Moosa Street, Johannesburg, 2000

PERSONAL PROFILE

I am a highly organised and dependable individual with experience in administrative support roles and construction projects. I am skilled in organising records, capturing data accurately, and preparing clear documentation. I bring practical exposure to site monitoring and coordination, along with strong communication skills, and the ability to work effectively with teams and diverse stakeholders.

PERSONAL DETAILS

- Date of birth : 04/06/2001
 - Race : African
 - Home language : isiZulu
 - Other language : English
 - Nationality : South African
 - Marital status : Single
 - Gender : Female
 - Criminal offence : None
 - Driver's license : Code 10
 - Contact number(s) : 078 523 5149/078 495 1393
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EXPERIENCE

Parktown boys' high school - Johannesburg
Education assistant

June 2025 - November 2025

- Invigilate examinations and maintain order during assessments
- Mark scripts and record results accurately
- Organize and update learner profiles
- Develop seating plans for Grade 12 learners
- Use Microsoft Word and Excel to capture data, prepare documents, and manage administrative tasks
- Provide general administrative support to teachers and management

Siyazama Housing CC - Pinetown (KwaNgcolosi)
Intern

August 2024 - February 2025

- Conducted routine site inspections to assess construction progress and compliance with plans
- Identified and documented material shortages; prepared and submitted requests for materials needed on-site
- Maintained accurate site records, including signing the attendance register and compiling photographic and written reports on construction progress
- Attended project meetings with school management, contractors, and stakeholders to track progress and discuss issues

EDUCATION

Secondary education

2018

- Kwabazothini high school
National Senior Certificate (with Bachelor's degree)

Tertiary education

2023

- University of the Witwatersrand
Bachelor of Science in Urban and Regional Planning
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SKILLS

- Site monitoring and reporting
 - Administrative and record management
 - Data capturing and computer literacy
 - Attention to detail
 - Communication and interpersonal skills
 - Organisational skills
 - Problem-Solving
 - Teamwork and independence
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REFERENCES

- **Zinhle Ndlela - Siyazama Housing CC**
Site manager
076 515 8235
- **Thulisile Zulu - Siyazama Housing CC**
Community Liaison Officer (CLO)
078 547 9306/067 119 3717
- **Jana Le Roux - Parktown boys' high school**
Administrative manager
082 806 0932