**NHLAMULO SAMI MAZIBUKO**

**Cell:** 0722363356 **Email:** ns.mazibuko@hotmail.com **Location:** Gauteng

**PERSONAL SUMMARY**

Results-driven and detail-oriented professional with over 5 years of experience in data entry, administration, and data management. I have proven ability in data entry and management, with advanced ability in Microsoft Suite, SQL, Visual Basic, and PL/SQL. Additionally, I am well-versed in Agile methodologies and bookkeeping, with excellent communication and organizational skills that enable me to deliver high-quality results in fast-paced environments.

**OBJECTIVE**

I want to succeed in an environment of growth and excellence to meet personal and organizational goals. I would appreciate to excel in this field with hard work, perseverance, and dedication.

**SKILLS**

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| --- | --- | --- |
| * Advanced Knowledge of Microsoft Suit
* SQL, Visual Basic
* Agile Methodologies
* Bookkeeping
* Data management
 | * PL/SQL
* Numeracy Knowledge
* Computer Literacy
* Interpersonal Skills
* Verbal Communication Skills
 | * Organizing and Planning
* Critical thinking
* Working collaboratively
* Problem Solving
* Customer Care
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**EXPERIENCE**

**Administration**

**Bravo Studio**

Data Capturing: Accurately and efficiently capture data into the system. Administrative Filing: Keep organized and up-to-date physical and digital files. Call Management: Make and receive calls to ease communication. Documentation: Prepare books and other documents. Generate invoices and quotation.

2019-2021

**System updates, Administration, Bookkeeping**

**Luseka Business Enterprise**

Data Entry/Typing: Accurately and efficiently enter data into the system. Filing: Keep organized physical and digital files. Call Management: Make and receive calls to ease communication. Quality Surveying: Conduct surveys to ensure quality standards. Documentation: Prepare books and other documents. Generate invoices and quotations.

2015-2016

**Data Capture**

**CAPAGO visa processing**

Job entitled one on one interaction with clients, data capturing, admin filing, making, and receiving calls. Shipping List Preparation: Prepare and manage shipping lists to ensure prompt dispatch. Flexible Work Schedule: Work extended hours during peak periods to meet deadlines.

2012-2014

**Administration, data capturing**

**Remarkable lives**

Job entitled typing documents, taking and making calls, as required.

2010-2011

**EDUCATION**

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* Matric Certificate (2009) at Northview High School
* National Diploma in Financial Information Systems at Tshwane University of Technology
* ⁠Certificate in Financial Information Systems at Tshwane University of Technology

**PERSONAL DETAILS**

Gender: Female D.O.B: 06/08/1991 Nationality: South Africa

#  **ACCOMPLISHMENTS**

* ⁠Leadership Skills: Class Representative (2015-2016), Tshwane University of Technology
* ⁠Peer Facilitator: Tshwane University of Technology
* Community Service: Clothing and food donations to the needy
* Prefect: Northview High School

**REFERENCES**

* 0766614612 Mr Mothiba
* 0782291119 Ms Lamola
* 0789534117 Ms Sebola