



ESIHLE MKHWANAZI

APPRENTICE



LANGUAGES

- English (Fluent)
- IsiXhosa (Fluent)
- Afrikaans (Proficient)

SKILLS

- Office Administration & Filing
- Data Capturing & Record Management
- Email & Telephone Communication
- Calendar & Schedule Coordination
- Basic Marketing & Social Media Support
- Team Collaboration & Time Management



PROFILE

Detail-oriented and reliable Administration and Customer Support professional with experience in office support, client communication, data handling, and basic marketing assistance. Currently completing a Bachelor of Administration in Human Settlement Management through UNISA. Strong organisational skills, clear communication style, and the ability to work in structured, fast-paced environments. Seeking entry-level opportunities in Administration, Marketing support, or Call Centre roles where efficiency and professionalism are valued.



WORK EXPERIENCE

Administrative/Digital Support (Freelance & Part-Time)

- Provided administrative and digital support to small business owners
- Managed emails, documents, and basic record keeping
- Assisted with branding coordination and marketing-related admin tasks

Trainee Executive Assistant (Tyck)

- Providing operational support
- Editing services
- Expertise in data capture and digital management.

EDUCATION

De Kuilen High School
Secondary School

University of South Africa 2025-Present
Bachelor of Administration in Human Settlement Management