

Aphiwe Ntetho

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ntetho



120100000X4X



I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career where I can grow personally and professionally.



Skills / Strengths

- Effective communication
- Adequate interpersonal
- Empathy
- Social intelligence
- Microsoft Office
- Critical thinking
- Leadership
- Active listening



Experience

2023-01-01 –2024-01-
01

Fieldworker

Johnson & Johnson Medical (Pty) Ltd

- Assessed kids diagnosed with life threatening illnesses with the hope to get to know what their biggest dreams are and fulfill those dreams as soon as possible.
- Admin- SharePoint, PowerApps, Outlook

2022-01-01 -2022-03-
31

Faculty Admin Assistant (Student Assistant)

Nelson Mandela University

- Assisted student with queries in person, on email and telephonically.
- Printed, organized and filed documents.
- Edited student data on the system.



Education

2022

Bachelor's degree, Nelson Mandela University
Port Elizabeth

- BA
- Majors: Psychology and Sociology

Not Complete

National Diploma, Nelson Mandela University
Port Elizabeth

- Marketing
- Completed one year of the course.



Training and Certifications

2024-01-01

YES4Youth Work Readiness Training

- Workplace Readiness Workshop
- Skills Programmer
- Personal Branding Workshop
- First Aid

2019-09-01

NMU Future Leaders Course



References

Name	Company	Contact Details
Noluvuyo Gagayi	Johnson & Johnson Medical (Pty) Ltd	noluvuyogagayi@reachforadream.org.za
Nzuzo Nomakhaya	Nelson Mandela University	Nomakhaya.Nzuzo@mandela.ac.za