

MTHOMBO BALIWE

37457 Phase 1 Scenery Park East London 5247
079 938 3055 | mthombobaliwewitbooi@gmail.com



Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

Experience

Admin Assistant

25 January 2024 - 29 November 2024

Ntsonkota Secondary School

Assist in Marks allocation, printing of schedules, transport allocation for learners and Database.

Education

Course / Degree	School / University	Grade / Score	Year
Matric Certificate	Ntsonkota Secondary School	12	2023
Civil Engineering	Buffalo City College	In Progress	2025

Skills

Computer Skills

Good Communication

Fast learner

Analyst

Reference

Mkhululi Azwel Yaka - Ntsonkota Secondary School

School Principal

mkhuyaka1@gmail.com

0733117009

Mandisi Mfamana - Ntsonkota Secondary School

Administrator

N/A

069 775 2155

Miss M.M. Sabata - Ntsonkota Secondary School

Teacher