

Khethiwe Lucia Mtshali

Administration Intern | Talent Acquisition Intern

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Professional Summary

A very presentable young individual who is well spoken, ambitious, and career-driven. Sets to go above and beyond in resulting in excellent outcomes in any task. I am very broad and can learn and adapt very quickly within a short amount of time. I am humble, very mature, and well put -together. I work very well with people and have very good leadership skills. I am well-balanced and organized, and I set myself to achieve only the best in all the work I do.

Work Experience

Talent Acquisition Intern (Administrative Support) Oct 2025 - Present

The Skills Mine | Sandton

- Support administrative process improvements that enhanced workflow efficiency.
- Respond to customer and client enquiries professionally, ensuring adherence to procedures.
- Provide administrative support for recruitment processes, including job posting, document preparation, and record keeping.
- Perform data entry and maintain accurate candidate information on the applicant tracking system.
- Handle scheduling, email communication, and meeting coordination between candidates and hiring managers

Administrative Intern Apr 2025 - Sep 2025

Kushesh Express | Randburg

- Spearheaded an account (client) and managed inventory tracking and deliveries.
- Updated daily delivery and collection schedules and supported communication with drivers and clients
- Captured and maintained invoice records, delivery logs, and supporting documentation with high accuracy.
- Assisted with preparing shipping paperwork, including packing lists and invoices.
- Assisted with filing and printing documentation.
- Supported administrative tasks while ensuring confidentiality and accuracy.

CORE SKILLS

- Office and administrative support
- Document management (digital and physical filing systems)
- Accurate data entry and database maintenance
- Record keeping, reporting, and information management
- Email correspondence, calendar, and diary management
- Meeting coordination, scheduling, and minute-taking
- Customer service and front-office support
- Invoice processing, GRN capturing, and documentation control

- Delivery coordination, stock control, and inventory tracking
- Process improvement, problem-solving, and workflow optimization

Key Skills and Competencies:

- Strong attention to detail
- Excellent organizational skills
- Resourcefulness

EDUCATION

Central Johannesburg College | 2021 - 2024

N6 Business Management

Minors: Entrepreneurship & Business Management, Computer Practice

Malvern High School | 2018

Matric Certificate

Additional Information

- Open to remote work
- I am willing to learn
- Valid driver's license