



Nxobile Charlotte Masombuka


Personal details

 Nxobile Charlotte Masombuka

 nxowbie21@gmail.com

 079 244 1778

 Gauteng

 Code 10

Core Skills

ADMINISTRATIVE & TECHNICAL SKILLS

Tender document preparation and handling

Administrative coordination

Minute-taking and report writing

Document formatting, proofing, and filing

Data analysis and record management

Project management support

Microsoft Word, Excel, PowerPoint

Professional Skills

Communication skills

Time management

Problem-solving

Leadership and teamwork

Customer service

Confidential information handling

Professional Summary

Detail-oriented and highly organized administrative professional with a National Certificate in Tourism (NCV Levels 2–4) and proven experience in tender administration, personal assistance, and academic administration. Demonstrated ability to manage documentation, coordinate schedules, prepare reports, and liaise with stakeholders while maintaining accuracy, confidentiality, and compliance. Strong communication, time management, and problem-solving skills with a solid background in leadership and project coordination.

Education

National Certificate in Tourism (NCV)

2022 - 2024

South West Gauteng College

- Completed Levels 2, 3, and 4
- Achieved an academic record of **10 distinctions**

Work Experience

Tender Administrator

2024 - 2026

SAM G Holdings (Pty) Ltd., South Africa

- Coordinated and prepared tender documents in line with client specifications and submission deadlines.
- Managed administrative processes including document formatting, proofing, printing, and filing.

Personal Assistant

2025 - 2025

Intence tech media and solutions (pty) ltd, South Africa

- Provided administrative and executive support to management.
- Managed daily schedules, appointments, and calendar coordination to ensure efficient time management.
- Prepared, edited, and distributed correspondence, reports, and presentations with strict confidentiality.

Student Registration Assistant

Jan 2023 - Jan 2024

SWGK TECHNISA CAMPUS, Randburg

- Maintained and updated student registration databases to ensure data accuracy and confidentiality.
- Handled sensitive student information in compliance with institutional policies and data protection regulations.

Courses

Certificate in End User Computing PC Intro and Microsoft Level 2-4

2020

- Introduction to ICT
- Microsoft Word, Excel, PowerPoint
- Internet and typing skills

Languages

English

isiNdebele

Sepedi

Google Project Management

2023

Developed project plans using Google Workspace to enhance collaboration and communication.

TELF Professional Institute - Teacher

2024

Training in teaching English as a foreign language using interactive methodologies

Leadership & Student Governance

SRC Academic Affairs & Operations Officer

Jan 2023

- Managed academic affairs and operational issues within the SRC.
- Liaised with students, lecturers, and management on academic matters.

SRC Secretary

Mar 2024

- Prepared and distributed meeting agendas and minutes.
- Maintained accurate SRC documentation and records.

References

SAM GOMBA

SAM G HOLDINGS (PTY) LTD
0792419592

MAKHAVHU PHATHU

SWG C (SSS)
0727772173

MONTJANE WALTER

IYF LECTURE
0818061509