

NYELETI MUKOKI

nyeletikhetiwe@gmail.com | 082 705 8867 | 17 King Lane, Royal Palm Estate, Halfway House, Midrand, 1685

SUMMARY

Detail-oriented qualified Software Developer, Administrative professional, aspiring Data Analyst and Finance Administrator with over three years of experience providing comprehensive support to executive teams and office operations. Proven track record of managing administrative tasks efficiently and maintaining strict confidentiality. Strong organizational skills coupled with excellent communication abilities to coordinate office activities and facilitate smooth workflow.

WORK EXPERIENCE

Finance Administrator, Digital Generation

JUN 2025 - NOV 2025

- Capturing and validating invoices
- Processing debit and credit notes
- Daily and weekly financial reports
- Capturing supplier BP invoices
- Sage system

Data Analyst, -Capaciti

FEB 2025 - JUN 2025

- Working on Python Projects
- Data analysis Projects
- Data cleaning

Administrative Assistant, PEEWA CPL- Venetia Mine

SEPT 2023 - JAN 2025

- Managed executive calendars, schedule meetings, and coordinate travel arrangements.
- Maintained office supplies inventory and order supplies as needed, optimizing cost efficiency.
- Onboarding and offboarding of employees, Employee timesheets and training.
- Allocating Payslips

Admin Cashier, CARTEL LOUNGE

OCT 19/ FEB 2021- JUL 2023

- Preparing and managing budgets
 - People customer relationship
 - Placing orders and signing off invoices
 - Assisting with payroll and tax submissions
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EDUCATION

Coursera

Mar 2025 - Current

Data Engineering

- Introduction to Data Engineering - Python

Personal Development

- Finding Your Professional Voice: Confidence & Impact

Virtual Assistance

Jan 2025 - Oct 2025

ALX Mastercard program

- Planning, Scheduling, Training, Bookings and Reservations, Book keeping

De Beers Skills Development- Venetia Mine

Sept 2023 - Dec 2024

- First Aid Level 1
- Basic Fire Fighting L1
- Basic First Aid L1
- Safety Health And Environmental Representative
- Operational Risk Management L1 and L2

Software Development- NDIP

Jan 2018 - Dec 2018

Central University of Technology, FS

- Programming Languages, Web and Graphic design, Networks and Networking

KEY SKILLS

- Office Suite software.
- Google Platforms
- Sage accounting software
- Data Analysis
- Eagerness to innovate and challenge convention
- SQL server
- Data entry.
- Organizational and time management skills.
- Corporate communications.
- Problem solving.
- Innovative and creative thinking
- Ability to adapt to a diverse, challenging changing work environment.
- Attention to details.
- Team player with resilience
- Results driven and solution oriented
- Fluent in English, Xitsonga, Tshivenda

REFERENCES

PEEWA- Tumelo Sikala- Supervisor:
015 575 2275/ Tumelo.Sikhala@debeersgroup.com

CARTEL LOUNGE- Jackie Sera- Owner
061 057 8964

CAPACITI- Oarabile Mogase- Talent Development Coach
079 718 2928

DIGITAL GENERATION- Aviwe Ntanjana - Colleague
083 346 6852
