

# ANGELINA NONYANA

108 Panvingergras street

PRETORIA, 0183

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## **SUMMARY**

I have completed my N6 Management Assistant qualification and I am waiting for my National N Diploma. Through my studies and training, I have built strong skills in administration, communication and Microsoft Office. I am good at planning, multitasking and working with others. I am motivated, honest and always willing to learn. I am ready to start my career and gain experience while contributing positively to any workplace.

## **EDUCATION**

**Tshwane North TVET College**, Pretoria — *Management Assistant N6*

August 2021 - December 2022

**Tshwane South TVET College**, Pretoria — *National Certificate Vocational*

January 2017 - December 2019

## **TRAINING ATTENDED**

**QASA** — *August 2021 - December 2021*

Work readiness program

## **SKILLS**

- Communication
- Interpersonal skills
- Planning
- Administrative skills
- Microsoft Office (Word, Excel, PowerPoint)
- Multitasking
- Task prioritization
- Continuous learning
- Teamwork
- Self-motivation
- Integrity
- Confidentiality

## **LANGUAGES**

- English
- Setswana
- Isizulu

## **REFERENCE**

*Available on request*