

THOBILE KHUMALO

Johannesburg South Africa • +27 67 241 2597 • thobilekhumalo758@gmail.com

SUMMARY

Motivated and adaptable professional with a Higher Certificate in Business Administration and financial knowledge. Experienced in administration, financial services, and office support across corporate and municipal sectors. Strong organizational and communication skills with a focus on accuracy and teamwork.

WORK EXPERIENCE

Administrator/General worker - Gezisisa Trading and Projects **Feb 2025 – July 2025**

- Supported daily business operations and general tasks
- Maintained a clean and organized workspace
- Assisted in basic administrative duties

Financial Advisor - Old Mutual **Mar 2024 – Jan 2025**

- Advised clients on financial planning and insurance products.
- Handled client records, documentation, and follow-ups.
- Built strong relationships while ensuring accuracy and confidentiality.

Administrator / Supervisor Intern - City of Ekurhuleni **Feb 2024 (2 Weeks)**

- Assisted with transport scheduling and record keeping.
 - Provided admin support to supervisors and organized documents.
 - Gained exposure to structured municipal systems and processes.
-

EDUCATION

Matric - Sir John Adamson high school **Jan 2017 - Dec 2021**

Subjects: English HL, Mathematical Literacy, Business Studies, Consumer Studies, Life Orientation, Afrikaans FAL

Business administration - Richfield College

A Business Administration qualification provides foundational skills in management, finance, marketing, HR, and business communication, equipping you to support and run business operations effectively.

Feb 2022 - De 2022

ADDITIONAL INFORMATION

- **Technical Skills:** Proficient in Microsoft Office, digital marketing, and virtual assistant tools
- **Languages:** English, IsiZulu
- **Activities:** digital marketing, virtual assistant services, and teaching English (TEFL)
- **Availability:** Immediate / Notice period if applicable