



# ZAMADLUKULA NTOMBELA

## CONTACT

 Spruitview , Gauteng 1425

 0732931061

 zamadlukulantombela515@gmail.com

## SKILLS

- Microsoft Word
- Communication skill
- Software skill
- Spreadsheet management
- Report analysis
- Administrative support
- Scheduling and calendar management
- Program files maintenance
- Travel planning

## PERSONAL INFORMATION

Title: Student

## LINKEDIN PROFILE

[https://www.linkedin.com/in/zamadlukula-ntombela?](https://www.linkedin.com/in/zamadlukula-ntombela?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

[utm\\_source=share&utm\\_campaign=share\\_via&utm\\_content=profile&utm\\_medium=android\\_app](https://www.linkedin.com/in/zamadlukula-ntombela?utm_source=share&utm_campaign=share_via&utm_content=profile&utm_medium=android_app)

Dedicated and hardworking with a willingness to learn and grow within a team-oriented environment. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## EXPERIENCE

April 2024 - July 2024

**Teaching English Online as a Foreign Language Preply**, South Africa

- Monitored emails, organized inbox, and prioritized messages for supervisor
- Set up virtual Zoom meetings, invited guests and disseminated agendas
- Elevated client experience by providing timely customer support via phone calls, emails, and live chat platforms
- Enhanced client satisfaction by efficiently managing and organizing schedules, appointments, and travel arrangements.

## EDUCATION

12/2022

**Matric**

**Velangaye high school - Nkandla**

02/2024

**TEFL CERTIFICATE: Teaching english online as a foreign language Teacher record- Johannesburg**

02/2024

**First aid training: First aid training by St John ambulance Cursa- Johannesburg**

02/2024

**Virtual Assistant Program : Administrative Assistance And Secretarial ScienceAdmil ALX - South Africa**