

NOLWAZI TSOTETSI

Address

7 Duluca Rd
Norkem Park
Kempton Park
1618

PROFILE

I am a self-motivated, flexible and vibrant individual. I am responsible, reliable, honest, orientated and most important I strive to do my best in every task assigned to me. I am always willing to help whenever I am needed and always willing to take on new responsibilities. I show initiative and use my creativity to find solutions to problems and achieve satisfaction only when a task is completed positively. I have the ability to prioritize and work well under pressure, work systematically and accurately. My aim is to make a difference in my work-place through my contributions and to touch the lives of my co-workers through my positive attitude.

EDUCATION

Sir Pierre Van Ryneveld High School

From 2014–2018
National Senior Certificate

North West University

From 2019 - 2021
Bachelor of Social Science with International Relations

Digify Africa

Digital Marketing

PERSONAL DETAILS

- Date of Birth : 10December2000
- Nationality : South African
- Sex : Female
- Marital Status : Single
- Language : English

Contact

PHONE:
067 036 9817/0699640782

WEBSITE:
<https://www.linkedin.com/in/nolwazi-tsotetsi-387691207>

EMAIL:
tsotetsinolwazi00@gmail.com

WORK EXPERIENCE

- EKURHULENI METROPOLITAN MUNICIPALITY
- **POSITION: ADMINISTRATIVE OFFICER OF Ekurhuleni Public Employment Program (EPEP)**
- **Department: Roads and Stormwater**
- **Period: 01/08/2022 -31/12/2022**
- Company Name : City of Ekurhuleni
- Department : Roads and Stormwater
- Position : EPEP ADMINISTRATOR
- Duration :5 Months
- **Period: 01/09/2023 -28/02/2024**
- Company Name : City of Ekurhuleni
- Department : Roads and Stormwater
- Position : EPEP ADMINISTRATOR
- Duration : 10 months
- **Isekelo Primary School**
- Teacher Assistant
- **Period: 01/06/25-30/11/25**

SKILLS

Languages: Fluent in IsiZulu, Sotho, Sepedi, English, Afrikaans, , Xhosa, Swati, Tswana

IT:Computer Literate(Word/Excel/Powerpoint/Access/Outlook), Social media management

Communication: Verbal communication skills developed through many presentations at school,excellent written skills proven by high essay marks at school.

Networking:Developed through church boot camps and previous voluntary employment.

Teamwork and Leadership: Enjoy being part of a team and taking on leadership roles and responsibilities.

Problem Solving: Enjoy coming up with innovative solutions and dealing with complex situations.

REFEREES

Name and Surname	Relationship	Contact Details
• Mbuyiseni Msomi	Operational Officer / Supervisor (City of Ekurhuleni)	Cell :082 761 3987 Email:Mbuyiseni.Msomi@ekurhuleni.gov.za
• Gabisile Mabanga	Admin/ Teacher Assistant Mentar	Cell: 082 758 1583 Email:mabangagabisile@gmail.com