

# Swelihle Twani

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## PROFESSIONAL SUMMARY

Motivated and reliable entry-level candidate with strong willingness to learn and grow in a professional environment. Possesses good communication skills, time management abilities, and a positive work ethic. Seeking an opportunity to further my education and career.

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## KEY SKILLS

- Communication (verbal and written)
  - Teamwork and collaboration
  - Time management
  - Attention to detail
  - Basic computer skills (MS Word, Email, Internet)
  - Problem solving
  - Customer service skills
  - Ability to follow instructions
  - Willingness to learn
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## EDUCATION

Ulwazi high school — Mdantsane N. U 2  
Grade 12/matric

2018

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## VOLUNTEER EXPERIENCE

Secretary — Gospel of fire church donation /  
2022

- Assisted with basic tasks and responsibilities
- Worked with others to complete assigned duties
- Organized donations and cleaned donated clothes

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## PERSONAL ATTRIBUTES

- Honest and dependable
  - Punctual and responsible
  - Hard-working
  - Respectful and professional
  - Adaptable to new environments
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