



CURRICULUM VITAE  
OF  
THABANG AUBREY NXUMALO

# THABANG AUREY NXUMALO

34803 Block 10 Doornkop 1874

0604628840/ 0730382099

Nxumalothabang19@gmail.com

## **PROFESSIONAL SUMMARY**

Reliable and adaptable, professional with experience in administration, education support and customer service. Holds a Business Management N4 qualification with strong organizational and communication skills. Possesses a valid driver's license with PrDp.

## **CORE SKILLS**

- Administration and office support
- Customer Service and Communication
- Time Management and Organization
- Microsoft Office (word, Excel, PowerPoint)
- Teamwork and Problem Solving

## **PROFESSIONAL EXPERIENCE**

**Educational Assistant** – Gauteng Department of Education

- Assisted educators with lesson preparation and classroom management
- Handled administrative duties and maintained records
- Supported QMS & PMS system
- Ensured health and safety compliance
- Led extracurricular activities to improve learners engagement

## **EDUCATION**

**National Senior Certificate** (Grade 12)

Thulani Secondary School 2020

**Business Management N4**

SWGC 2023

## **ADDITIONAL INFORMATION**

Valid Driver`s License (code 10) with PrDP

## **REFERENCES**

Contact person : Busisiwe Malinga (Principal of Mayibuye)  
: 0825573892  
Contact person : Joe Malajti (Head of department at Mayibuye)  
: 0789807918

Thabang Nxumalo