AKANI M. NDOVE

21489 Plum Street, Protea Glen Ext 29, Soweto, 1818
■ 060 807 3224 / 078 652 2962 | ✉■ akanimightyndove@gmail.com

PROFESSIONAL SUMMARY

Motivated and detail-oriented individual with a strong foundation in administration, accounting, logistics support, and customer service. Currently completing a Bachelor of Accountancy degree, with practical exposure to Sage Pastel and Microsoft Office. Holds a valid Code 10 driver's license and has hands-on experience in client service, record management, and team support. Seeking an opportunity to contribute and grow professionally in an organisation that values reliability, efficiency, and customer satisfaction.

KEY SKILLS

• Administrative support & record-keeping	• Customer service & client engagement
• Sage Pastel Accounting (basic knowledge)	• Logistics and inventory support
• Microsoft Office Suite (Word, PowerPoint, Excel basics)	• Code 10 Driver's License (without PDP)
• Data capturing & time management	• Communication (verbal & written)

EDUCATION

University of Limpopo - Bachelor of Accountancy (Incomplete) | 2017 – 2024
Key modules: - Sage Pastel, Computer Literacy, Accounting Principles
Macema High School - National Senior Certificate (Matric) | 2016

EXPERIENCE

Graphic Designer (Part-time / Freelance) - Printhub Sovenga – Mankweng | 2024 – 2025
• Assisted clients with service requests and quotations.
• Managed records, files, and inventory of printed materials.
• Worked independently under tight deadlines with attention to detail.
Educational Assistant - Macema High / Hlaneki | 2023
• Maintained school records and assisted with administrative tasks.
• Supported teachers with daily classroom activities.
• Served as liaison between learners, parents, and staff.
Tutor - Hlaneki Enrichment Classes | 2021 – 2022
• Conducted tutoring sessions in groups and individually.
• Developed strong communication and organizational skills.

REFERENCES

Ritshuri R – Students' Christian Organisation | ■ 066 088 9944
Makhubele M.A – Hlaneki Enrichment Classes | ■ 083 481 7113
Makhubele T.F – Macema High School Supervisor | ■ 072 852 5549