MPHO NOMONDE NKOSI

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PROFESSIONAL SUMMARY

Dedicated Public Administration graduate from the Independent Institute of Education (IIE) with volunteer experience at a non-governmental organisation (NGO) supporting community- based initiatives. Completed a Work Readiness Program focusing on professional communication, customer service, time management and digital skills Strong skills in communication, teamwork, problem solving and policy analysis. Recently gained corporate exposure at Volkswagen Group Africa, enhancing administrative, organisational and professional communication capabilities. Motivated to contribute to a dynamic organisation by applying academic knowledge, practical experience and a commitment to continuous learning.

EDUCATION

IIE Rosebank College

IIE Bachelor's Degree in Public Administration 2022-2024

Silver Oaks Secondary School

National Senior Certificate 2017-2021

WORK EXPERIENCE

Volkswagen Group Africa (YES YOUTH)

Assistant in Corporate and Government Affairs department I 2025- till present

Key Responsibilities:

- Provide general administrative support to ensure smooth departmental operations.
- Prepared expense claims for colleagues
- Assist in setting up meetings
- Coordinated travel arrangements for team members
- Tracking deadlines, follow ups and actions items for ongoing initiatives and projects
- Manage filing, document control and record-keeping.

Work Readiness Program
Afrika Tikkun Services
03 March 2025 – 30 April 2025

- Gained strong workplace communication and teamwork skills

- Learned professional behavior, customer service, and problem-solving
- Developed time management and organisation abilities
- Improved digital skills, including Microsoft Office

Kliptown Youth Program

Volunteer I 2022- 2024

- Aided in meal preparation and kitchen preparation
- Ensured cleanliness and sanitation of kitchen utensils and equipment
- Tutored children assisting with homework and understanding schoolwork
- Participated in community outreach activities and supported program driven initiatives

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SKILLS

- Time management
- Good communication
- Adaptability
- Data analysis
- Microsoft Office Literacy

REFERENCES

Nobuntu Lange- Volkswagen Group Africa

Strategic Relations Consultant

082 457 7546

Sendra Lekala- Afrika Tikkun Services

Facilitator

068 366 5744

Sipho Dladla- Kliptown Youth Program

Operations Manager

078 423 8596