INNOCENTIA NOKUTHULA GAZA

4112 Ralerata Street, Mohlakeng, Randfontein
071 054 8730 | nokuthulagaza31@gmail.com

OBJECTIVE

Motivated and enthusiastic individual who follows instructions well and is eager to learn and grow. Seeking an entry-level position where I can contribute effectively to a dynamic team while developing my professional skills.

WORK EXPERIENCE

Administrative Assistant – Trap Gardens SA (2019–2020)
- Coordinated office activities
- Managed filing and labeling
- Maintained clean office environment
- Prepared for meetings

General Worker – Pub 86, Westonaria (2021–2022)
- Served customers
- Handled transactions and payments
- Managed stock and stock taking
- Cleaned and maintained glassware

EDUCATION

Electrical Engineering (N1–N3) – Tshwane North College (2023–2024)
Matric – Glenharvie Combined School (2014–2018)

SKILLS

- Administrative skills
- Communication
- Problem solving
- Computer literacy
- Microsoft Office
- Willingness to learn

LANGUAGES

English, IsiZulu, Setswana, Afrikaans

REFERENCES

Mr. Desmond Pitso – 081 550 3482
Suzan Flora – 064 053 6570