

Nsovo Khumalo

0611326166 | nsovokhumalo.nk@gmail.com

Objective

Dedicated operations and administrative professional seeking opportunities in a structured organisational environment where I can contribute to efficient business processes, stakeholder communication, and documentation management. Currently pursuing Business Management studies at MANCOSA to support long-term professional growth in operations and business support roles.

Experience

- B-Active Group** Jan 2023 - Feb 2026
Operations & Administrative Support Officer
 - Assisted with operational and administrative processes within the organisation.
 - Assisted with invoicing and billing administration using Xero.
 - Assisted with management of digital lease agreement workflows using QuicklySign.
 - Maintained accurate records and documentation.
 - Supported stakeholder communication and task coordination.
- Safrican Insurance Agency** July 2021 - July 2022
Financial Advisor
 - Meeting with client's to establish their needs
 - Advising on suitable financial products for client's to meet their financial goals
- Call-Force** July 2019 - March 2020
Foreign language consultant
 - Planning, preparing and delivering lessons
 - preparing teaching materials
 - Helping pupils improve their listening, speaking, reading and writing skills individually and in group sessions
- Palesa Primary school** Feb 2013 - Nov 2023
Admin Assistant
 - Write and distribute emails, correspondence memos, letters, faxes, and forms
 - Assist in the preparation of regularly scheduled reports
 - Develop And maintain a filing system.
 - Planning meetigs and taking detailed minutes

Education

- North West University** 2018
Diploma In Sports Sciences
Completed
- Mancosa** 2026
Business management
In progress
- Gauteng Campus** 2012
Matric
Completed
- KFC MINI CRICKET (Gauteng Cricket Board?)** 2015
KFC Mini Cricket Coaching Course
Completed
- FIRST AID LEVEL 1
- GRADED NETBALL UMPIRE - LEVEL 1

Skills

- Time Management
- Teamwork and Collaboration

- Organized and precise
- Oral and written communication
- Computer literate

Reference

- **Noxolo**
Team leader
0832164323
- **Pride Hlatshwayo**
Admin Clerk
011 989 0097
- **Lerato Matobako**
Business Development leader
0828576468
- **Phindile Kubayi - B-Active Group**
Finance Leader
0784754621

Additional Information

Code 8 Driver's License