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| Prince Siyabonga  123 Victory Road, Durban,  South Africa.  +23687937100  princesiyabonga@gmail.com | horizontal line  I'm passionately seeking an administrative assistant intern position where my skills and knowledge from my experience and education can be effectively utilized to maximize development and growth. I’m also seeking an organization where I can contribute and give value back. |
| **ㅡ** Skills | horizontal line  Microsoft Office | Data Entry Skills | Scheduling and Office Planning | Record Keeping and Documentation | Social Media Skills |
| **ㅡ** Experience | horizontal line ABC Construction Company / Administrative Assistant InternJULY 2021 - JULY 2022, DURBAN  * Developed and updated spreadsheets and databases to track, analyze, and report on performance and sales data. * Received and screened incoming calls, emails and visitors and alerted the administrative manager to priority matters. * Developed and maintained positive relationships with clients by providing excellent customer service. * Managed incoming and outgoing mail and packages to facilitate prompt delivery and receipt.  Child Care NGO / Administrative Support VolunteerJANUARY 2021 - JUNE 2021, DURBAN  * Kept reception area clean and neat to give visitors a positive first impression. * Greeted incoming visitors and customers professionally and provided friendly, knowledgeable assistance. * Routed business correspondence, documents, and messages to correct departments and staff members. * Screened visitors and issues badges to maintain safety and security. |
| **ㅡ** Education | horizontal line Durban University of Technology / Bachelor of Business AdministrationOCTOBER 2020 - DATE (CLASS OF ‘23), DURBAN Best Student in Department, 2021.  Best Student in Mathematics, 2022. Durban High School/ High School DiplomaSEPTEMBER 2014 - AUGUST 2020, DURBAN School Valedictorian, 2020.  Best Student in Arts, 2020.  Best Student in Mathematics, 2020. |