

HUMBULANI MULAUDZI

Humbulani Mulaudzi

📞 0726325275

✉ mulaudzihumbulani101@gmail.com 📍 Eastern Cape, Free State, Gaut

ABOUT ME

Dedicated and organised admin professional with strong computer literacy, communication, data capturing, filing, and office administration skills. Able to manage documents, assist clients, sc

PERSONAL DETAILS

- Date of birth: 1994-01-02
- Nationality: south africa
- Gender: male
- Marital status: married
- Health status: good
- PrDP: yes
- Driver's licence: code 10
- Notice period: available immediately
- Willing to relocate: yes

PROFESSIONAL LINKS

- LinkedIn: <https://www.linkedin.com/in/humbulani-mulaudzi-8344ba150/>

EDUCATION

ul | 2021
degree

WORK EXPERIENCE

January 2023 – December 2025

Performed general office administration duties including filing, data capturing, answering calls, respon

Reason for Leaving: Career grow

SKILLS

- Computer literacy
 - filing and record keeping
 - Microsoft Office skills
 - email communication
 - data capturing
 - telephone communication
- customer service
 - time management
 - attention to detail
 - basic report writing
 - office administration
 - document preparation
 - planning and organising
 - problem-solving
 - teamwork
 - professional communication
 - confidentiality
 - accuracy when handling information
 - ability to work under pressure
 - basic knowledge of invoices and quotations
 - meeting and appointment scheduling.

LANGUAGES

- english - Speak: Good - Read/write: Fair
- tshivenda - Speak: Fair - Read/write: Fair

REFERENCES

- Mr Mulaudzi - brother - 0726325275