



## Personal Info

## Skills

Leadership

Work ethic

Communication

Adaptability

Problem-solving

Interpersonal skills

Time management

Attention to detail

# Sandisile Ntleki



## Summary

Professional Administrator with expertise in database management and data entry. Proficient in MS Office, customer relations, and office organization.



## Work Experience

### Manager, Vodacom, Century city

June 2010 - July 2012

- Managed a team of 15 employees to ensure efficient operations and customer service.
- Participated in the planning and execution of successful marketing campaigns.
- Conducted weekly team meetings to review progress and address any issues.
- Delegated tasks and responsibilities to team members in order to maximize productivity.

### Administrator, Cape Peninsula University of technology (Contract), Cape Town

March 2015 - December 2019

- Over five years of experience managing the daily operations of an office environment.
- Proficient in data entry and document management systems.

### Administrator, Distell (Contract), Tygerwaterfront

August 2021 - March 2022

- Proven ability to manage multiple projects in a timely manner.
- Excellent communication and organizational skills.
- Developed and maintained relationships with key stakeholders.



## Education

### diploma, Cape Peninsula University of Technology (1 year)

February 2008 - November 2008

Media relations, communication science, English, intro-psychology

### LLB , University of the Western Cape (5yrs)

February 2019 - November 2023

Public Law, Civil Law and Commercial Law



## References

Professor E Rutledge , Cape Peninsula university of Technology