



Thandeka Maziya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Front desk clerk

Receptionist

Administrator

I have an experience with the above positions, Microsoft office (word, Excel, power point, publisher). Am flexible on working without or less supervision, self motivated, neat and good with time management. I am a good team player and always willing to learn new things especially business wise.

Preferred occupation

Secretaries

Administrative jobs

Receptionist

Administrative jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth

1997-07-23 (26 years old)

Gender

Female

Residential location

Witbank

Mpumalanga

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Work experience

Working period

nuo 2019.01 iki 2020.03

Company name

PostNet Eswatini

You were working at:

Sales person

Occupation

Supervisor

What you did at this job position?

Do month end reports, filing company documents, stock taking, courier packages to different countries, cashier using point of sale , binding, photocopying, printing, scanning

Working period	nuo 2020.04 iki 2022.07
Company name	MSK Medical Solutions
You were working at:	Medical receptionist
Occupation	Administrator
What you did at this job position?	Filing company documents, printing, copying, scanning, attend meetings, compile tenders, answer emails and calls, binding company documents, welcoming clients , setting up meetings for the director.

Education

Educational period	nuo 2018.06 iki 2018.12
Degree	Certificate
Educational institution	Eswatini Library
Educational qualification	Certificate in computer
I could work	Yes

Educational period	nuo 2021.01 iki 2023.11
Degree	Diploma
Educational institution	IDM- pending
Educational qualification	Supply Chain management
I could work	Not yet, pending

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
SiSwati	fluent	fluent	good
isiZulu	good	very good	good

Computer knowledge

Yes I have knowledge in computer literacy

Conferences, seminars

N/A

Recommendations

Contact person	Mrs Shongwe
Occupation	Director
Company	PostNet
Telephone number	+268 7645 9538
Email address	eswatini@postnet@gmail.com

Contact person	Nokusho Dlamini
Occupation	Pharmacist
Company	MSK Medical Solutions
Telephone number	+268 7813 7242

Additional information

Your hobbies	Reading, music,
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2021-08-00 (2 years)
Salary you wish	15000 R per month
How much do you earn now	N/A R per month