



# Thandeka Lucia Masondo

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I'm looking for any administration/data capture/assistant because I can work hard and also I do my work nearly and finish before deadline.

I also have a good impression when it comes to treat people. Iam a patient person and I always understand how work environment is.

Preferred occupation

Government jobs  
Government jobs

Data capturers  
Administrative jobs

Car drivers  
Driver jobs

Labourers  
Labour jobs

Generals  
General jobs

Preferred work location

Bethal  
Mpumalanga

Johannesburg  
Gauteng

Ekangala  
Mpumalanga

Komatipoort  
Mpumalanga

Hazyview  
Mpumalanga

Witbank  
Mpumalanga

## Contacts and general information about me

Day of birth 1998-03-22 (27 years old)

Gender Female

Residential location Malelane  
Mpumalanga

Telephone number *Information is available only for registered users.*

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)**Work experience**

Working period	<b>nuo 2023.01 iki 2023.12</b>
Company name	Tonga hospital
You were working at:	Data capturers
Occupation	Assistant
What you did at this job position?	Collect statistics,receiving calls,filling,emails,writing reports

**Education**

Educational period	<b>nuo 2011.01 iki 2015.12</b>
Degree	Grade 12 / Matric
Educational institution	Idlangemabala secondary school
Educational qualification	Grade 12
Educational period	<b>nuo 2021.07 iki 2022.12</b>
Degree	Certificate
Educational institution	Mlumati Tvet college
Educational qualification	N6 Management assistant

**Languages**

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

**Computer knowledge**

Microsoft office  
 Ma Excel  
 Microsoft word  
 Spreadsheet  
 Device driver  
 Google chrome  
 Data base  
 Adobe acrobat

**Conferences, seminars**

20 March 2023  
 Mbuzini clinic

## Recommendations

Contact person	Tebogo masilela
Occupation	Data capture
Company	Healthy Department
Telephone number	+27 (71) 486-5891

## Additional information

Your hobbies	Writing Reading Music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-02-00 (5 years)
Salary you wish	10000 R per month