



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 (27 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 eswatinipostnet@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 (3 years)
Salary you wish	15000 R per month
How much do you earn now	N/A R per month