



# 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