



# 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. I am 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 (26 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.*

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### Work experience

Working period **nuo 2023.01 iki 2023.12**  
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 **nuo 2011.01 iki 2015.12**  
Degree Grade 12 / Matric  
Educational institution Idlangemabala secondary school  
Educational qualification Grade 12

Educational period **nuo 2021.07 iki 2022.12**  
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 (3 years)
Salary you wish	10000 R per month