



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.*

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Email address

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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