

Nthatuwa Palesa Phinda

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0810897334

palesa.phinda.9@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Office Manager**

07/2020 - 11/2022

Surgical Innovations

I worked as a receptionist/office manager for a company that sells medical equipment.

I did a lot of administrative assisting, creating quotations for clients, liaising with suppliers, etc

Education

Course / Degree	School / University	Grade / Score	Year
National Senior Certificate	Witteberg High School		2015

Skills

- Microsoft Excel advanced
- Financial accounting
- Data capturing
- Leadership skills
- Punctual and Dependable

Achievements & Awards

- Accounting Pastel Training- 2016

Interests

- Reading
- Exercising
- Drawing

Languages

- English
- Afrikaans
- Sesotho
- Setswana
- Zulu

Personal Details

- Date of Birth : 20/11/1997
- Marital Status : Single
- Nationality : South African
- Gender : Female

Reference

- **Adam Swanepoel - "Surgical Innovations (pty)Ltd"**

HR Manager

Adams@ascendismedical.con

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