

CONTACT

Thabisile Lethiwe Shezi

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OBJECTIVE

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

EXPERIENCE

11 November 2024
- 30 April 2026

- **Administrative Assistant Intern**
Gauteng Industrial Development
 - Supported the EXCO and team with daily administrative tasks.
 - Maintain accurate filing systems for correspondence, reports, and approvals.
 - Tracked and managed document circulation.
 - Supported Onboarding and access requests.
 - Took detailed minutes during meetings.
 - Managed communication, logistics, travel bookings, procurement support, and general administrative activities.
 - Raised or Captured Purchase Requisitions and Petty Cash Requests on Bpm software
 - Assisted with drafting of Memorandum requests and ToRs or Specifications.

01 June 2023 - 31
May 2024

- **Subscriptions Assistant Intern**
Monthly Index of Medical Specialties
 - Captured and updated client information on databases.
 - Processed invoices and quotations accurately.
 - Printed waybills and packaged publications for distribution.
 - Responded to customer enquiries via email and telephone.
 - Maintained accurate records and ensured data integrity.

01 May 2021 - 30
April 2022

- **Filing Clerk**
Mpandleni Clinic
 - Sorting, filing, and retrieving patient records(folders) daily, including misfiled records.
 - Preretriving files for scheduled appointments anddelivering them to the appropriate clinicaldepartments.
 - Inserting new patient results, lab reports, and clinical notes into patient folders,categorized by numerical or alphabetical systems.
 - Tracking and logging the movement of files toensure they can be located within the facility.
 - Capturing patient information accurately onto electronic systems (such as (Tier.net, DHIS, EVDS, HST) and updating manual records.
 - Moving inactive, old patient files to the archive when authorized, destroying files according to legislative guidelines. Identifying and merging duplicate files to ensure one accurate record per patient.
 - Providing backup to the reception desk,registering new patients, and directing them to
 - service points. Monitoring the inventory of filefolders, stationery, and other office supplies.
 - Scanning patient documents into electronicrecords management system.
 - Handling incoming and outgoing mail related to medical records.

EDUCATION

2019

- **Mangosuthu University of Technology**
National Diploma in Public Management

2015

- **Nkandla High School**
Matric

REFERENCE

- **Arithuza Mbanjwa - Gauteng Industrial Development Zone**
Office Manager
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010 023 8510
- **Mr Pako Raito - Gauteng Industrial Development Zone**
Facilities Manager
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- **Mrs R van der Merwe - Monthly Index of Medical Specialties**
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- **Mrs CL Dlamini - Mpandleni Clinic**
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