

Sisanda Miranda Mlakalaka

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f Sanda Masa Mlakes

Objective

Detail-oriented admin professional with experience, seeking an administrative role that utilizes my organizational skills and customer service abilities.

Skills

- Administration
- Front Desk
- Call handling
- Team support
- Coordination

Experience

- **Unlock'D** 2018/12/12 - 2019/11/28
HR Administrator
 - Updating employee records
 - Managing leave and attendance
 - Coordinating training and onboarding
 - Assisting with contracts scanning and creating folders for each candidate
- **Vosloorus Extension 28 Clinic (The Aurum Institute)** 2019/11/29 - 2021/03/31
Filing Clerk/Administrator
 - Updating patient data (CCMDD patients)
 - Retrieving files and filling back
 - Coordinating with healthcare teams
 - Tracing early missed & late missed patients
- **Savoy Super Spar** 2024/04/16 - 2026/01/12
CASHIER
 - Processing transactions and handling cash
 - Managing till operations and balancing
 - Providing customer service
 - Scanning items and handling discounts

Education

- **Palmerton High School** 2015
Grade 12
- **Benny Recruitment** 2018
Call Center Training Certificate

Projects

- **CUSTOMER CLERK**
 - Promoting products and offers in-store in a local radio every thursday
 - Engaging with customers and building loyalty
 - Creating a buzz around in-store event

Personal Details

- Date of Birth : 19/01/1997
- Marital Status : Single
- Nationality : South African
- Gender : Female

Reference

- **Marizane Moore - The Aurum Institute**
Line Manager
0760205803
- **Samuel Xulu - Savoy Super Spar**
Manager
0624097990