

THABELO NELWAMONDO

ADMINISTRATION CLERK | ACCOUNTING | END-USER COMPUTING

Chiawelo, Johannesburg, Gauteng | 071 377 8743 | thabelon89@gmail.com

PROFESSIONAL SUMMARY

Detail-oriented administration professional with experience in a hospital environment, supporting patient registration, appointment booking, reception services, records management, data and statistics, filing, stock counting and general administrative duties. Holds a Higher Certificate in Accounting Science and an End User Computing skills programme. Proficient in Microsoft Word, PowerPoint, Outlook, Internet applications and SAP. Able to work independently and as part of a team, manage pressure and provide professional administrative support.

CORE SKILLS

Administrative support | Reception and customer service | Patient registration and records management | Appointment scheduling | SAP system | Data capturing and statistics | Document filing and record keeping | Microsoft Word, PowerPoint and Outlook | Internet and computer skills | Stock counting and ordering support | Telephone enquiries | Teamwork and independent work | Working under pressure | Batho Pele principles | Public service administration

PROFESSIONAL EXPERIENCE

Administration Clerk (NYS) | Chris Hani Baragwanath Academic Hospital

January 2023 – December 2024

- Handled telephone enquiries and provided professional reception support in the ward.
- Booked patient appointments using the SAP system.
- Provided effective reception and administrative services to patients and staff.
- Registered patients and processed admissions, transfers and discharges.
- Maintained and filed patient records and supporting documentation.
- Assisted with the compilation of statistics and timely submission of information to the relevant authority.
- Provided administrative support to the Operational Manager, including ordering, stock counting, typing and assisting with patient records.
- Participated in performance management and development processes, including quarterly reviews and final assessment.

EDUCATION

Higher Certificate in Accounting Science | University of South Africa (UNISA) | 2024

- Introduction to Auditing
- Basic Numeracy
- Perspectives on Accountancy
- Commercial Law
- Workplace English
- Introductory Financial Accounting
- Financial Accounting Principles, Concepts and Procedures
- Introduction to Management Accounting
- Business Management
- Taxation of Salaried Persons

Grade 12 | Makakavhale Secondary School | 2015

Subjects: Tshivenda, English, Mathematical Literacy, Life Orientation, Accounting, Economics

ADDITIONAL TRAINING

End User Computing: Skills Programme | Afric Training College | December 2024 – February 2025

COMPUTER SKILLS

SAP | Microsoft Word | Microsoft PowerPoint | Microsoft Outlook | Internet

LANGUAGES

Tshivenda (Home Language) | English | Tsonga | Sepedi

REFERENCES

Available on request.