

Nozuko Tshazi

3457 Consort Drive, Braamfischer Phase 1

060 350 3402

nozukotshazi94@gmail.com

Driver's Licence: Code 10

Professional Summary

Dedicated and results-driven retail and administrative professional with proven experience in customer service, administration, client support, and community services. Strong communication, customer service, problem-solving, and organisational skills. Able to work independently and as part of a team while maintaining professionalism and accuracy. Seeking an Administrative, Call Centre, Receptionist, or Office Support position.

Core Skills

- Administrative Support
 - Customer Service
 - Data Capturing
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Outlook
 - Filing and Record Keeping
 - Telephone Etiquette
 - Communication Skills
 - Time Management
 - Problem Solving
 - Teamwork
 - Attention to Detail
-

Work Experience

Linkage Officer | Anova Health Institute | May 2019 – February 2025

- Assisted clients with accessing healthcare services.
- Maintained accurate records and documentation.
- Provided administrative support and client assistance.
- Worked with multidisciplinary teams to achieve service goals.
- Ensured confidentiality of client information.

Cashier | SPAR Super Store | March 2016 – February 2017

- Processed customer transactions accurately.
 - Provided customer service.
 - Balanced cash drawers and maintained accuracy.
 - Delivered excellent customer service.
-

Education

Management Assistant (N6) – Part time – In Progress

South West Gauteng TVET College | Expected completion: November 2026

Management Assistant (N4 and N5)

South West Gauteng TVET College | Completed: 2024/2025

Grade 12 (Matric)

DRIC Senior Secondary School | Completed: 2012

Additional Information

- South African citizen
 - Valid driver's licence
 - Available immediately
 - Willing to relocate if required
-

References

Dr Anna Kahari

Coordinator

Anova Health Institute

Phone: 079 668 23410

Ms Yoliswa Sosibo

Supervisor (SPAR Super Store)

Phone: 060 433 1298