

FREEDOM MAVUNDA

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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

- **Chris hani baragwanath hospital** 2024 - 2026
Admin clerk (intern)
End of contract
- **Hola pondo high school** 2020 - 2020
Teacher assistant
End of contract

Education

- **Hola Pondo High School** 2015
Grade 12
- **Tirhani security training** 2022
Psira Registered Grade C
- **Unisa** 2019
NQF Level 5

Skills

- Microsoft Excel Microsoft PowerPoint Microsoft Outlook and email Internet browsing and online research Data capturing and document management Typing and formatting documents Printing, scanning and photocopying Basic troubleshooting Filing and organising electronic documents Communication using computers and digital platforms
- Customer service skills Cash handling and counting Operating a cash register/POS system Basic computer skills Good communication skills Accuracy and attention to detail Handling payments (cash, card and mobile payments) Giving correct change Stock and price checking Problem-solving skills Time management Ability to work under pressure Honesty and reliability Teamwork Professional and friendly attitude Ability to handle customer complaints Basic mathematics/numeracy skills
- Good communication skills Patience and understanding Working well with children Classroom management Teamwork and cooperation Basic computer skills Good organisational skills Time management Creativity and ability to use learning activities Helping learners with schoolwork Listening and interpersonal skills Problem-solving skills Ability to follow instructions Record-keeping and administrative skills Positive and caring attitude Ability to work under pressure Confidentiality and professionalism Ability to support learners with different needs
- - SAP system proficiency - HPRS system proficiency - Billing records and document management - Cashier and cash-handling experience - Data capturing and accurate record keeping - Filing and maintaining documentation - Customer service and communication - Computer literacy and Microsoft Office - Confidential information handling - Attention to detail and accuracy - Time management and organisation - Teamwork and problem-solving - Professional handling of customer enquiries

Personal Details

- Date of Birth : 20/03/1994
- Nationality : South African
- Religion : Christian
- Gender : Female

- Place : Orlando east

Reference

- **Baloyi Collen - Shoprite**
Supervisor
063 021 5549
- **Mamarekgana - Chris hani baragwanath hospital**
Manager
+27 65 997 8777
- **Hlatshwayo T.E - Hola pondo high**
Principal
+27 64 748 4834