

MBALI MASANGO

CONTACT

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1391 PU – Men Street , Cultura Park
Bronkhorstspuit 1020

EDUCATION

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2024 – ERASMUS HIGH SCHOOL

GRADE 12 (MATRIC)

SKILLS

- Cash Handling, POS & Transaction Processing

- Customer Service & Client Relations

- Office Administration & Reception

- Computer: MS Office, Email, Typing, Data Capturing

- Communication, Teamwork, Time Management, Problem-Solving

PROFESSIONAL SUMMARY

Reliable and customer-focused Administrator and Cashier with 3+ years of experience in retail, hospitality, and office administration. Skilled in cash handling, POS transactions, front-desk management, and client service. Known for excellent communication, accuracy, and ability to work under pressure. Seeking a Cashier, Admin Assistant, or Receptionist role.

EXPERIENCE

- Cashier | OBC
27 Oct 2025 – 31 Jan 2026
 - Processed sales accurately, scanned items and handled cash/card payments
 - Balanced cash register at start and end of shift with 100% accuracy
 - Issued receipts, provided change, and assisted customers with queries
 - Maintained organized and clean checkout area
- Administrator | Amandla Boys Arm Respond and VIP Protection Security
05 Jan 2025 – 30 Sep 2025
 - Managed reception: welcomed clients, answered calls and emails professionally
 - Typed documents, captured invoices, faxing and filing
 - Supported HR and management with daily office operations
- Cashier (Part-Time) | Redhorn Pub and Grill
16 Feb 2022 – 20 Oct 2025
 - Provided fast, friendly customer service in a busy environment
 - Handled cash transactions, supported sales and housekeeping duties
 - Built positive customer relationships to encourage repeat business

REFERENCE

1. Siphwe Mtsweni – Manager, Redhorn Pub and Grill 0824535602
2. Shane – Supervisor, OBC – 068 628 5488
3. Primrose Nkutu – HR Manager, Amandla Boys VIP Security
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