

NOMASWAZI MAKARINGE

Entry-Level Administrative & Technical Support

Crystal Park, Benoni, Gauteng | 076 767 9632 | bswazimakaringe@gmail.com

PROFILE

Motivated young South African with a National Senior Certificate (Mathematics and Physical Science), N2/N3 Electrical Engineering studies and two years of hands-on experience in an accredited testing laboratory. Reliable, quick to learn and accurate with documentation, with strong people skills and proficiency in Microsoft Office. Seeking a 12-month work placement in Johannesburg to build workplace experience, available immediately and willing to learn on the job.

KEY SKILLS

- **Client service:** Telephone and walk-in client queries, welcoming customers and helping them complete forms
- **Data & admin:** Quality documentation, record keeping, filing and sample coordination
- **Microsoft Office:** Excel, Word and Outlook
- **Languages:** English, Zulu (Nguni), Sepedi, Tsonga and Tswana
- **Workplace habits:** Punctual, willing to learn, works well in a team and to quality standards (SANS/ISO 9001)

WORK EXPERIENCE

Technical Learner / Admin Support | SGS Matrolab (SANS/ISO 9001-accredited laboratory) **May 2024 – May 2026**

- Received and made telephone calls, welcomed customers and helped them complete forms
- Acted as liaison between clients and laboratory staff, resolving queries and coordinating samples
- Maintained quality documentation and records accurately to meet accreditation standards
- Supported equipment calibration and preventive maintenance, with attention to detail and deadlines
- Served as Safety, Health and Environment (SHE) representative, promoting safe working practices

EDUCATION & QUALIFICATIONS

- **N2/N3 Electrical Engineering Studies** – Denver Technical College
- **Business Administration** – SETA
- **SHE Representative Certificate** – Funda Institute (February 2026)
- **HIRA Certification** – NOSA (in progress)
- **National Senior Certificate** – DG Tsebe High School (Grade 12), including Mathematics and Physical Science

REFERENCE

Peter Mokoena, Site Manager, SGS Matrolab | 071 879 6526