

MPHO MUSERI

1880 Moyo Street,
Lufhereng, Soweto, 1863

076 477 1181

mphomuseri28@gmail.com

SKILLS

- Customer Service
- Communication Skills
- Microsoft Office (Word, Excel, PowerPoint, OneNote, Outlook)
- Data Capturing
- Computer Skills
- Time Management
- Teamwork
- Problem Solving
- Attention to Detail
- Organizational Skills
- Ability to Work Under Pressure
- Fast Learner

STRENGTHS

- Professional and dependable
- Positive attitude
- Willingness to learn
- Good interpersonal skills
- Able to work independently and in a team
- Strong work ethic

INTERESTS

- Learning new skills
- Office administration
- Community development
- Youth empowerment
- Working with people
- Organizing and planning

LANGUAGES

- Tshivenda (Native)
- English

PROFILE

Motivated and reliable individual holding a Matric certificate, a Higher Certificate in HIV and AIDS Management and Counselling, and a Management Assistant N4–N5 certificate. Seeking an opportunity to gain practical work experience, develop professional skills, and contribute positively to a professional work environment. Brings strong communication, organizational, computer, and customer service skills, with a genuine willingness to learn, grow, and work effectively with others.

VOLUNTEER EXPERIENCE

South African National Blood Service (SANBS)

Donor Support Volunteer | 2022

- Assisted and welcomed blood donors in a friendly and professional manner.
- Provided support and guidance to donors throughout the donation process.
- Assisted with refreshments and ensured donors were comfortable after donating.
- Communicated effectively with donors and staff while working as part of a team.
- Followed hygiene, safety, and professional procedures in the workplace.
- Demonstrated patience, responsibility, and attention to detail when assisting members of the public.

EDUCATION

Western TVET College

Management Assistant (N4–N5) | 2025

Boston City Campus

Higher Certificate in HIV and AIDS Management and Counselling (Level 5) | 2023

Vuwani High School

National Senior Certificate (Matric) | 2021

I am a hardworking and dedicated individual who is eager to learn, grow, and make a positive contribution to any organization that gives me the opportunity.