

GAVAZA CHABANGU

Administrative Professional | Data Capturing & Records Management | Customer Service

076 560 4357 | Nyikochabangu493@gmail.com | 92 Buite Street, Polokwane, 0700, Limpopo | South African Citizen

PROFESSIONAL SUMMARY

Detail-oriented Administrative Information Management graduate (Diploma, Tshwane University of Technology, 2025) with hands-on Work Integrated Learning experience in a high-volume public healthcare environment. Proven ability in data capturing, records and file management, report compilation, query resolution, and front-line customer service. Computer literate in Microsoft Word, Excel, and PowerPoint, with strong numerical accuracy, time management, and organisational skills. Reliable, trustworthy, and able to work under pressure in fast-paced, deadline-driven administrative or clerical environments. Immediately available and open to relocation nationally within South Africa.

CORE COMPETENCIES

- Data Capturing & Accuracy
- General Office Administration
- MS Word, Excel & PowerPoint (Intermediate)
- Cash Handling & Point-of-Sale (POS)
- Time Management & Multi-tasking
- Confidentiality & Professionalism
- Records & File Management
- Customer Service & Query Resolution
- Report Compilation & Statistics
- Filing, Photocopying & Document Control
- Communication (English, Xitsonga, Sepedi)
- Teamwork & Working Under Pressure

WORK EXPERIENCE

Administrative Intern (Work Integrated Learning) — Pietersburg Provincial Hospital, Polokwane *Jan 2025 – Dec 2025*

- Registered and admitted patient's daily, capturing and verifying information on the Patient Verification System (PVS) with a high standard of accuracy.
- Retrieved, updated, and managed patient files within the hospital records department, ensuring compliance and confidentiality.
- Compiled daily bed statistics and discharge reports for management and cross-functional teams.
- Liaised daily with hospital wards regarding discharged patients and coordinated patient transport with relevant departments.
- Managed nurses' shift allocations and processed overtime claim documentation.
- Handled outpatient referrals, appointment bookings, and inpatient referral logs, resolving queries from patients and staff.
- Supported monthly audit reporting, filing, and photocopying, and assisted psychology outpatient waiting-area operations.

Sales Assistant — PEP Stores, Polokwane *Dec 2023 – Dec 2024*

- Processed customer transactions accurately at the cash register, including cash handling, card payments, and returns.
- Assisted customers with product selection, pricing queries, and promotional information.
- Unpacked stock deliveries, replenished shelves, and maintained merchandising and store cleanliness standards.
- Collaborated within a team environment to consistently meet daily and monthly sales targets.

EDUCATION

Diploma in Administrative Information Management — Tshwane University of Technology *Completed 2025*

- Key modules: Business Administration, Information & Administration Management, Information Technology, Human Resource Management, Legal Practice.

National Senior Certificate (NSC) — Khataza High School

- Subjects: English FAL, Xitsonga HL, Mathematical Literacy, Accounting, Economics, Business Studies, Life Orientation.

REFERENCES

Ms. M.O. Molepo — Store Manager, PEP Store 310 | +27 79 996 7905 / +27 67 039 8428

Mrs. K.B. Maubane — HR Officer, Pietersburg Provincial Hospital | +27 71 355 6708 | kolobe.maubane@dhsd.limpopo.gov.za

Mr. T.M. Mangena — WIL Coordinator, Tshwane University of Technology | +27 76 823 2495 | Manganatm1@tut.ac.za

AVAILABILITY

Available immediately. Own transport / willing to relocate on request.