

Nomcebo Prudence Nhlabathi

Receptionist/ Customer Representative /Clerk /Sales Administrator

NomceboNhlabathi25@gmail.com

0761049835/0732741553

70 Teabush

Springs, Gauteng

PROFESSIONAL SUMMARY

I am a well experienced in office operations including diary management, data Capture, report preparation and compliance documentation also will be bringing excellence in the organization and also positive work experience, I strive to prioritise all the deadlines.

WORK EXPERIENCE

General Clerk

01/01/2024 – 01/12/2026

Pepkor Lifestyle

Vryheid

- ☑ Data Capturing
- ☑ Organising meetings
- ☑ Photocopying
- ☑ Sending Emails
- ☑ Typing
- ☑ Filing
- ☑ Banking
- ☑ Processing Payments

Clerk

01/01/2023 – 01/02/2024

Pastoana Primary School

Nquthu

- ☑ Admission
- ☑ Selction of Application
- ☑ Data Capture
- ☑ Monitaring task
- ☑ SASAMS

Customer Service Representative

01/01/2021 – 02/01/2022

Dstv Agency

Vryheid

- ☑ SAP
- ☑ File Administration
- ☑ Data Capturing
- ☑ Solving Customer Problems
- ☑ Banking
- ☑ Processing Payments

EDUCATION

NQF Level 4/ Matric

Mthashana Tvet College

2017 – Office Administration

N5

Mthashana Tvet College

2019 Management Assistant

SKILLS

Computer Literacy

Good Communication Skills

Multitasking

Ms Office/ Excel

Teamwork Office Management

REFERENCES

Phumzile

Former Employer

Manager , Pepkor Lifestyle

0766629605

Silondwayinkosi Dlamini

Former Employer

Principal , Patsoana Primary

0718861919