

MAEMETJA CECILIA

@ ceciliamanetja@gmail.com

0797803532/0614806103

8 mothomo crescent street Birch Acres(Kempton park)
1618



Objective

I am a dedicated and detail-oriented professional holding a National Diploma in Economic Management Analysis, with training in Hospitality Reception and strong administrative and customer service skills. Experienced in handling enquiries, answering and directing calls, maintaining records, assisting clients, managing front-desk operations, and providing professional customer service. Possesses strong communication, organisational, problem-solving, and computer skills, with the ability to work effectively under pressure and as part of a team. I am seeking an opportunity where I can apply my academic knowledge, administrative experience, and commitment to public service while contributing positively to the organisation.



Personal Details

- Date of Birth : 25/05/1997
- Nationality : South African
- Gender : Female
- Driving Licence : Code 14 (EC) +Prdp
- Home Language : Sepedi
- Other Language : English



Education

- **Tshwane university of technology**
2022
National diploma in economic management analysis
Level 6
- **Motsipa senior secondary school**
2015
Bachelors degree
Grade 12 (matric)
- **Ga Rankuwa Hotel School**
2022
Hospitality receptionist
Short course certificate



Skills

- Economic and Financial Analysis
- Research, Data Analysis and Reporting.
- Accounting fundamentals
- Administrative and Reception skills
- Microsoft office: Excel, Word, Access and PowerPoint
- Attention to detail
- Communication skills



Achievements & Awards

- Team leader in 2019 at Tshwane University Of Technology
- Enrolled on a 4 weeks training course and obtained a certificate in Hospitality reception in 2022 at GA rankuwa hotel school



Experience

- **Airport Company South Africa**
01 July 2025 - 31 January 2026
Avsec screener
Experienced Aviation Security (AVSEC) Screener with expertise in passenger and baggage screening, threat detection, access control, incident reporting, and delivering excellent customer service. Skilled in maintaining aviation security standards, identifying potential risks, and ensuring the safety of passengers, staff, and airport facilities while remaining professional and vigilant.
- **Ga Rankuwa Hotel School**
03/10/2022 - 28/10/2022
Receptionist Trainee
Completed a Receptionist Trainee Certificate at GA Rankuwa Hotel School, where I gained practical experience in front office operations. My responsibilities included handling incoming and outgoing telephone calls, providing excellent customer service, performing administrative duties, greeting and assisting visitors, answering and directing phone calls, and managing incoming and outgoing mail. I developed strong communication, organizational, and interpersonal skills while maintaining a professional and welcoming environment.



Reference

- **Motau Doctor - Airport Company South Africa**
Avsec screener supervisor
062 602 0647



- **Macada sindisiwe - Ga Rankuwa Hotel School**

Receptionist Trainee

0127030090/2271

- **Maimetja selaelo Esther**

Family member

0713723666