

Contact

📍 4166 Kathrada park informal settlement. Johannesburg 2001

✉ amandagadiso2003@gmail.com

☎ 063 224 3637

Skills

- Good communication skills (Oral and written)
- Able to work in team and independent
- Sound interpersonal skills
- Hard working and service excellence
- Very good in creative thinking and resourcefulness
- Have excellent problem solving skills
- Strong organizational skills and lesson planning
- Time management skills
- To be thorough and pay attention to detail
- Adaptability and flexibility
- Have excellent customer service skills
- Computer literacy (Ms Office)

Languages

- Isixhosa
- English
- Isizulu

GWADISO AMANDA

Summary

I am self-motivated person who is willing and determined to assist and cooperate in terms of attempting to archive the desired objectives. I consider myself as a hard worker and I have strong skills. I am seeking an opportunity with an organization that will allow me to dispose my skills.

Work Experience

Front Desk January 2023 – June 2023

PUMP PRINTERS INTERNET CAFE

Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.).

Greet and welcome customers.

Answer questions and address complaints.

Answer all incoming calls and redirect them or keep messages.

Receive letters, packages etc. and distribute them.

Prepare outgoing mail by drafting correspondence, securing parcels etc.

Check, sort and forward emails.

Monitor office supplies and place orders when necessary.

Keep updated records and files.

Monitor office expenses and costs.

Waste Management July 2025 – August 2026

Ariobex Foundation Company

- Collect and remove waste from designated areas.
- Sort waste and place it in the correct containers.
- Empty and clean waste bins.
- Keep work areas clean and hygienic.
- Dispose of waste safely.
- Clean waste storage areas.
- Follow health and safety procedures.
- Use protective clothing and equipment when handling waste.

Education

NATIONAL SENIOR CERTIFICATE 2020

Marina Comprehensive High School

First Aid- Level 3 Combined 2024

EMCARE TRAINING ACADEMY

References

Methusile Mpofu

Pump printers internet Cafe / Owner
072 255 9379

Yanelisa Siwelewele

Sister
067 544 8632