

ZININGI MTHEMBU

PROFILE

I am a fast learner and ready to take on new challenges required to perform. I possess excellent problem-solving abilities and can manage a significant workload. I work effectively both independently and as part of a team.

CONTACT

Cell: 078 437 5086

Email: ziningiprecious972@gmail.com

Address: 1408 Umviyo Street, Nseleni Ward 7

PERSONAL DETAILS

Date of Birth: 31 May 2002

Gender: Female

Nationality: South African

Marital Status: Single

Home Language: IsiZulu

Other Language: English

Health: Excellent

Criminal Record: None

EDUCATION

Tholokuhle High School – Grade 12 (2019)

Umfolozi TVET College – Public Management N4–N6 (2021–2023)

EXPERIENCE

Administrative Intern – Brackenham Clinic, Department of Health (November 2024 – May 2026)

- Managed front desk operations and patient reception services.
- Captured patient information accurately on the HPRS system.
- Maintained patient records and filing systems.
- Ensured POPIA compliance and confidentiality.
- Processed patient enquiries via telephone.
- Performed administrative and clerical duties.
- Coordinated communication between patients, nurses and doctors.

SKILLS

Communication Skills, Computer Literacy, Time Management, Problem Solving, Teamwork, Adaptability, Analytical Skills

REFERENCES

Mrs N.F. Gumede – Matron, Brackenham Clinic – 072 822 4515

Mrs N.N. Dlamini – Administrative Clerk, Brackenham Clinic – 074 900 5369