



Zamaswazi Nosipho Hlatswayo

PERSONAL DETAILS

Birthday : 11 July 1997
Nationality : RSA
Health : Excellent
Marital Status : Single
Criminal Offence : None

LANGUAGES

IsiZulu

English

SOFTWARES

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Adobe Suite
Microsoft Outlook

CONTACT

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20145 Tugula Street
Protea Glen Ext 20, Soweto

PROFILE

I have great interpersonal and leadership skills which allows me to effectively lead and contribute to a dynamic and a multicultural team environment that adheres to process-oriented, configuration-managed development. I am also able to quickly grasp and apply training, assist teammates and clients in learning new skills and methods which includes the ability to work and respond effectively to diverse audiences of internal and external clients, exhibiting high production standards.

EDUCATION

BA. Forensic Science & Technology

University of South Africa
Jul 2021 - Present

Higher Certificate in Criminal Justice

University of South Africa
Obtained in 2020

National Senior Certificate

Qalakahle High School
Obtained in 2014

National Certificate: Business Administration L2

Service SETA
Obtained in 2019

WORK EXPERIENCE

Admin clerk (In-service Training History)

McCord Provincial Eye Hospital
2 September 2019 – 28 August 2020

Reason for leaving – Contract ended

Duties:

- Collecting patient clinical charts
- Data capturing, filing patient charts
- Handling incoming and outgoing calls
- Transferring calls to relevant extensions
- Take messages down correctly and hand it to relevant personnel
- Assist with typing, faxing, and photocopying of documents

SOFT SKILLS

- Verbal Communication
- Active Listening
- People Skills
- Attention to Detail
- Professionalism
- Multi-tasking
- Problem Solving & Flexibility
- Work Ethic
- Team player

HARD SKILLS

- Conflict Resolution
- Data entry skills
- Customer Focus
- Adaptability
- Time Management
- Leadership
- Organizational Skills

REFERENCES

MRS LINDA PATHER
Supervisor
McCord Provincial Eye Hosp
Cell: +27 74 4013130

MRS VIVEKA NAIDOO
Supervisor
DOE Circuit Office
Cell: +27 845522037

WORK EXPERIENCE CONTINUED

Data Capturer(Inservice Training History)

Department of Education Stanger Circuit
July 2017 – Jul 2018

Duties:

- Prepare, compile, and sort documents for data capturing
- Assist with SA-SAMS learner database system
- Assist with learner admission
- Handling office queries both telephonically and in person
- Distributing documents and circular to educators
- Receiving and processing applications
- Sending and receiving mails using Microsoft outlook
- Capture data from available records into the required formats e.g., databases, tables, spreadsheet.

ATTRIBUTES

- Capable of working independently or with a group of workers.
- Ability to lead and manage a team towards a common goal.
- Comfortable using computers and telephones.
- Strong phone contact handling skills and active listening.
- Customer orientation and ability to adapt/respond to different types of characters.
- Excellent communication and presentation skills.
- Ability to prioritize, multi-task and manage time effectively.

INTERESTS & HOBBIES



Travelling



Music



Reading



Cooking