

OBJECTIVE

I am an ambitious and committed person, striving to achieve all personal and company goals through innovation and integrity. I commit myself to doing my level best at all times. I see myself as a hardworking individual who is self-motivated and goal orientated. I thrive on challenges and believe that I am very productive, my strengths are my great people skills, enthusiasm towards working with people, and always wanting to extend myself to further improve my abilities

COMPETENCIES

- ✓ Computer Literacy
- ✓ Leadership Skills
- ✓ Excellent Written and Verbal Communication Skills
- ✓ Interpersonal and People Skills
- ✓ Implementing Action Plan
- ✓ Monitoring and Evaluation
- ✓ Identifying Opportunities
- ✓ Relationship Building
- ✓ Always going the extra mile

REFERENCES

NETCARE UMHLANGA HOSPITAL
MR KLASIE VENTER
TECHNICAL SERVICE MANAGER
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NETCARE UMHLANGA HOSPITAL
MS SINDISWA ZUNGU
TECHNICAL SERVICE CLERK
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SAPREF sub.TMS GROUP

MR PAT SIMAMANE
INSULATION Supervisor
+27 73 882 8247

NGAZANA PRIMARY SCHOOL REFERENCE

MS Z DLAMINI
HOD
031 519 0661
072 158 5227

KING DINUZULU HOSPITAL COMPLEX REFERENCE

MRS P.PILLAY
ADMISSION (MENTOR)
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NATIONALITY : SOUTH AFRICAN **GENDER** : MALE
MARITAL STATUS : SINGLE **LANGUAGES** : ISIZULU, ENGLISH
HEALTH : GOOD **CRIMINAL RECORD** : NONE

PROFESSIONAL/ACADEMIC QUALIFICATIONS

DRIVING LICENCE CODE C1 valid
Valid Passport A08661001

ELANGENI TVET COLLEGE
Qualification : High Certificates
Course: Office Administration

ELANGENI TVET COLLEGE
Qualification : National N Diploma
Course : Management Assistant

NQABAKAZULU COMP.HIGH SCHOOL
Qualification : Grade 12 / Senior Certificate

PROFESSIONAL EXPERIENCE

❖ NETCARE UMHLANGA HOSPITAL

TECHNICAL SERVICES DEPARTMENT

Position TECHNICAL CLERK ASSISTANT (VOLUNTEER)
FROM 01/10/2024 – 29/11/2024

- Files documents and Alpha numerical filling system within departments, By taking consideration of location, requested date/schedule date, time, equipment number, responsible staff internal/ external for the task, work description, instructions, feedback closure, worked performed start and finish date and time, task allocation in terms of failure analysis, roots cause of damage
- Different documents job card, Schedules, invoices, Document Track and trace, Documents manual back up record book
- I learned to ensure support within department and Hospital with most accurate and up to date documentation
- Putting files or paper, into their proper locations
- Gathering and organizing files and documents for coworkers' use, such as placing jobs card to right artisan to perform the due task
- Troubleshooting, printers, other office equipment
- Telephone calls etiquette and greeting office visitors
- Sorting, Picking up and assisting the team answering the phone. With office shared responsibilities and communication, so flexibility and team-centered mindset
- Direct phone calls Effective verbal and written communication skills, Good active listening skills
- Great time management, prioritization and multitasking abilities
- Problem-solving and decision-making abilities
- Very keen attention to detail, Discipline and focus
- Essential part technical department like communication skills
- Understanding of the ethical and procedural aspects of confidentiality and your commitment to protecting the integrity of the information.
- Basic SAP software knowledge, opening , feedback, closing etc

❖ SAPREF sub contract TMS GROUP INDUSTRIAL SERVICES (Pty) 13 SEP 2021 – APRIL 2022

POSITION: INSULATION APPLICATOR (ASSISTANT/HANDYMAN)

EMPLOYMENT CODE/BADGE NUMBER 10018219

REASON FOR LEAVING INSULATION OPERATIONS STOPPED DUE TO FLOODS AT PROSPECTON OIL REFINERY SAPREF

Duties

- Assist applicator fasten insulation in place with tape, screws, staples, or as needed
- Transport needed tools and equipment to jobsites.

- Following company and industry safety guidelines and regulations.
- Working at height with safety belt and corrects ppe.
- Collecting materials orders from stores to complete tasks.
- Remove and dispose of old insulation
- Utilizing sealant such as silicon to joints, conduct seal smoothing, discarding old sealant.
- Assist applicator measure, cut insulation using tape measure, handsaws, knives and scissors.
- Helping repair insulation on industrial equipment, pipes, ductwork, exchangers, tanks, vessels to help control noise and maintain temperatures preparing surfaces for insulations application barricade, housekeeping before and after safety card reading of scaffolding before commencing with the tasks.

❖ **NGAZANA PRIMARY SCHOOL** **1 DEC 2020 – 30 MAY 2021**
POSITION: General School Assistant Presidential youth employment program (Handyman)

Duties

- General office technologies maintenance, keep & supplying sanitation Chemicals.
- Equipment repairs, general work, managing store room received and Issuing of stationery etc.

❖ **KING DINUZULU HOSPITAL COMPLEX** **1 AUG 2016 – 29 MAR 2018**
POSITION: Management Assistant (Administration) Experiential Training

Duties

- Opening of files manual and capturing data to a relevant clinical Using Meditech health system software.
 - Computer literacy, MS word, MS excel, MS power point, MS access, MS outlook, Internet.
 - Experience of registry system of filling order(numerical/alphabetical) Filling records, retrieves, archives, track & trace manual computer system.
 - Effective, efficient secretarial functions.
 - Telephone etiquettes, taking of message conveying to relevant staff and transfer to relevant section.
 - Use of office automation(scanning, faxing, laminating, photocopying)
 - Printing of clinical file sticker and registration consent form.
 - Good Internal, external verbal and written communication skills.
 - Knowledge and management of administration work priority.
 - Applying procedure keeping records private and confidential etc.
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