

# Lindokuhle Faku

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3b5b5b219



Driver's License



Reliable and motivated individual with experience in customer service and administrative support. Strong organizational skills, attention to detail, and the ability to work efficiently under pressure. Seeking an opportunity to contribute to a dynamic team and grow professionally



## Skills / Strengths

- Administrative support
- Customer service
- Communication and interpersonal skills
- Scheduling and filing
- Multitasking
- Time management
- Computer literacy
- Goal driven



## Experience

2024-02-07 – 2025-02-07

**Office Administrator (Mthimkhulu Primary School)**  
*SAFRIPOL (PTY)LTD*

- Handled school scheduling and correspondence
- Managed filing systems and organized administrative records
- Provided support to teachers and school leadership staff

2022-01-15 – 2022-10-30

**Waitress**  
*SPUR RANCHES*

- Delivered excellent customer service in a fast-paced restaurant environment
- Managed food and beverage orders accurately
- Handled customer complaints and resolved issues professionally



## Education

2020

**Matric, Leondale High School**

Johannesburg

- English
- Afrikaans
- Mathematics
- Physical Science
- Life Sciences
- Geography
- Life Orientation



## Training and Certifications

[04-02-2025]

### YES4Youth Work Readiness Training

- Customer Service
- Online safety & Etiquette
- Emotional Regulation and Communication
- Problem Solving & Critical Thinking
- Professionalism
- Teamwork
- Time management
- Money management



## References

Name	Role	Contact Details
Nomonde Latha	Principal	082 556 2965
Andile Juju	Manager	075 120 1549
Nelisiwe Mbele	Mentor	081 892 9015