**PERSONAL DETAILS**

Full Name : Samkelisiwe Annacletta Mkhize

Gender : Female

I D Number : 9103141056088

Languages : IsiZulu and English

Location : 28 Katjiepiering street, Verdedrop

Johannesburg 2092

Contact Number : 081 8581298

Email address : [samkelsiwemkhize@gmail.com](mailto:samkelsiwemkhize@gmail.com)

Nationality : South African

Notice Period : Immediately

Disability : Physical Disability (Right Hand Amputation)

**EDUCATION**

**Secondary**

Institution Name : Ukuthula High School

Highest Grade Passed : Grade 12

Subjects : English, IsiZulu, Life Sciences, Life Orientation

Mathematics, Computer Application Technology

Year Obtained : 2010

**Tertiary**

Institution Name : Thekwini TVET College

Qualification : Public Relations N6

Subjects : Communications, Computer Practice,Marketing,

Public Relations, Information Processing

Duration : 08/06/2016-12/12/2017

**SKILLS AND ATRIBUTES**

* MS Word, Internet and Outlook ,Excel and PowerPoint . Telephone etiquette , Typing skill and Technical skill.
* I’m a hard working person, I enjoy working with people that have the same goal as mine, I have a good time management and communication skills, and I am able to work under pressure

**WORK EXPERIENCE**

Name of company : Servest

Position : Trainee Admin Assistant

Duration : 07/04/2021 – 31/03/2022

**Duties and Responsibilities**

* Compiling the recruitment approval.
* Assisting the receptionist to operate at the reception during lunch times and leaves.
* Maintaining files and keeping the records.
* Assisting customer relation managers with arranging their pay slips and timesheets.
* Sending and receiving correspondence regarding applications for Provident fund and UIF for employees.
* Payroll check. And arrange the courrier for sending them to the head office.

Reason for leaving : End of Contract

Name of company : Production Management Institution

Position : Receptionist

Duration : 28/02/2018 - 08/03/2019

**Duties and Responsibilities**

* Receiving incoming and Outgoing calls
* Receiving incoming and Outgoing Mails
* Welcoming visitors and directing them to the ralevant department
* Attending visitors Query and refer them to the person responsible
* Typing letters and Memos. Scanning, Filling and photocopying documents
* Offering general assistance with the supervisor instructions

Reason for leaving : End of contract

**REFERENCES**

Contact Person Name : Smangele Makhanya

Name of company : Servest

Contact Person Position : Customer Relations Manager

Contact Number : 031 170 7690 / 082 7695 118

Contact Person Name : Mandy Beaumont

Name of company : Production Management Institution

Contact Person Position : Project manager

Contact Number : 0312011260 / 076 749 2055

Contact Person Name : Miss N Khawula

Name of company : Ukuthula High School

Contact Person Position : Teacher

Contact Number : 082 709 3964