

# Thamsanqa Mbexe

Full-stack Web Dev  
(recruit)

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## Skills

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## Experience

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### Thamsanqa Thando Mbexe

Johannesburg

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Email: [thamsangambexe@gmail.com](mailto:thamsangambexe@gmail.com)

Gender: Male

Nationality: South African

Home language: Xhosa

Other languages: English, Zulu

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- Problem-solving skills
  - Analytical and detail oriented
  - Managerial and organizational skills
  - Computer End-User skills
  - Time management
  - Effective communication skills
  - Innovative
  - Efficient prioritization skills

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### In-reach Lifestyle / Administrator

October 2021 - May 2023, Steyn City Gym

- Manage phone calls and correspondence(emails, letters, packages)
- Effectively communicate upcoming events and address on-going problems
- Careful pay attention to details of daily operations
- Manage operating hours
- Track stock of office supplies and gym products
- Capture and manage membership data
- Processing payments and generating invoices
- Maintain relationships with clients
- Liaise with contractors that conduct business in the premises
- Organizing and assisting in hosting events of the company
- Inspect the cleanliness and tidiness of the gym and workspace
- Handle member queries and assist new members

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## Education

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### Umuzi Org / National Certificate in IT (Systems Development)

April 2023 - Current, Remote

Github, HTML,, CSS,, JavaScript, Node.JS

### Kibler Park Secondary school / Matric

December 2017, Kibler Park

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## Reference

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### In-reach Lifestyle / Head of Admin

Nyiko Makamu

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