

Curriculum Vitae of **Thandeka Jeanette Gamede**

7193 Matalalatsane Street, Roodekop ext 31, Germiston, 1401

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01 August 1993, 930801 0640 08 2

South African, Female

Objective

Proactive office administrator with experience in a fast-paced, deadline driven environment. Adapt at developing and maintaining detailed administrative procedural process that reduce redundancy, improve accuracy, and achieve organisational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems. Known as decisive direct, yet flexible in providing optimal response to constantly changing assignments.

Work Experience

Administration Assistant (Volunteering)

Monde Primary School (September 2022 – Present)

- Administer and maintain daily front office operations, including greeting visitors, responding to phone calls, and performing tasks with 100% accuracy.
- Capturing new admissions on SA-SAMS.
- Capturing data on the daily monitoring and afternoon tool.
- School daily register on SA-SAMS.
- Assisting learners in accessing learning sites
- Typing, Printing, Photocopying, Scanning and E-mailing

Administration Assistant (Intern)

Monde Primary School (August 2021 – August 2022)

- Administer and maintain daily front office operations, including greeting visitors, responding to phone calls, and performing tasks with 100% accuracy.
- Capturing new admissions on SA-SAMS.
- Capturing data on the daily monitoring and afternoon tool.
- School daily register on SA-SAMS.
- Assisting learners in accessing learning sites
- Typing, Printing, Photocopying, Scanning and E-mailing

Quality Assurer (Grade 12 Final Examination Marking)

Gauteng Department of Education (December 2021)

- Receive and control scripts.
- Ensure the correct number of scripts and mark sheet per batch during marking.
- Assist with controlling, distribution of scripts.
- Ensure all questions are marked, marks added correctly and correctly transferred to the front cover of the script.

- Reconcile the number of scripts, control and arrange scripts per subject, paper, numerically for indexed archival after marking.

Youth Brigade (Senior Supervisor)

Monde Primary School (June 2020 – July 2021)

- Screening – screening all staff and learners for Covid-19, monitoring distribution of screeners, keeping all screening records, writing sick notes for sick learners.
- Data Capturing – capturing of body temperature and record them, assisting administrators with school data capturing, photocopying, and filing.
- Monitoring Compliance – maintaining social distance, sanitisation regularly and applying all hygiene protocols during school hours.

Sales Consultant

Medizone Healthcare (January 2020 – March 2020)

- Build and maintain relationship with clients.
- Create compelling sales pitches.
- Demonstrate and sell medical equipment and services.
- Complete paperwork relating to a sale.
- Perform research on the competition's services.
- Reach out to potential clients to inform them about our product and services.

Education and Qualifications

Entonjeni High School (2011)

Grade 12

- Mathematics
- Physical Sciences
- Geography
- Life Sciences
- English FAL
- IsiZulu HL
- Life Orientation

Mnambithi TVET College

Information Technology and Computer Science (2013)

- Principles of Computer Programming
- System Analysis and Design
- Computer Hardware and Software
- Contact Centre Operations
- Mathematics
- English
- Life Orientation

Nemisa

Microsoft Office 365 (2022)

- Office 2016 (Microsoft Word, Excel, PowerPoint, Access, Outlook, Teams)
- OneDrive Personal Cloud Storage

Other Certificates

Ilizwe Lam Internet Safety Training (2022)

- Internet Safety

Digital Africa

- Introduction to QMS.
- National School Safety Framework Implementation and Protocol for the Management and Reporting of Sexual Abuse and Harassment in Schools.
- Understanding Millennials.

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- Digital Literacy Skills

Additional Information

Skills – Communication skills, Organisation skills, Problem solving skills, Teamwork, Computer literacy, Creativity.

Bilingual, fluent in IsiZulu and English.

References

Name : Ms. N.G Vuba
Title : Principal
Company name : Monde Primary School
Street address : 1707 Liphoko Street, Tshongweni Section, Katlehong, 1431
Telephone number : 011 909 3307/9 / 082 556 5129
Email address : 700340943@gdeschools.gov.za / mondeprs@gmail.com

Name : Mr. L. Nzimande
Title : Senior Administration Clerk
Company name : Gauteng Department of Education
Street address : 17 Simmonds Street, Marshalltown, Johannesburg, 2107
Telephone number : 010 601 8094 / 071 030 6710
Email address : gdeinfo@gauteng.gov.za / info@dbe.gov.za

Name : Mrs L. Duplessis
Title : Manager
Company name : Medizone Healthcare
Street address : 8 Prinsloo Street, Alberton, 1449
Telephone number : 081 802 2851