

Curriculum vitae of Thembi Teffo

Contact

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Education

High School :Mmaphuti High
School
Period : 2012- 2016
Highest Grade Passed: grade12

PC acquired skills

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint

skills

- Attentive
- Great listening skills
- Eager to please and out-do myself
- Quick learner
- Creative
- Focused

Objective

- I have an understanding of word, excel and basic computer network systems;
- Ability to manage relationships between and within different operational.
- Attention to Detail
- Strong Computer literacy

Experience

13 February 2020 – To date

Name of the company: Msanda Laboratories
Position : Data Capturer

Key Responsibilities:

- Enter information from documents to be stored and transmitted.
- Consistently check work for accuracy and completeness
- Complete forms and edits current information
- Reads the information and keys the data into the necessary fields
- Compare the entered information with the source to identify errors and correct.

Communication

- Writing.
- Speaking.
- Presenting.
- Listening.
- Negotiating.
- Team building.
- Providing or accepting feedback.
- Motivation.

Leadership

- Analytical Decision Making. ...
- Communication. ...
- Delegation. ...
- Teamwork. ...
- Adaptability. ...
- Creative Problem-Solving. ...
- Trustworthiness. ...

References

Company: Msanda Laboratories
Contact person : Mr Menzi Khumalo
Contact no : (079) 651-0537
Email address: msandanetworks@gmail.com
