Thando Maseko

East London
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SUMMARY

Customer service and admin assistant experienced in high-volume front desk support, accurate data capture and cash handling. Strong communication and calm problem-solving.

SKILLS

Customer service · Query resolution · Cash-up support · Data capture · Filing · MS Excel (basic) · Teamwork

EXPERIENCE

Front Desk Assistant (Contract) – Community Services Centre, East London
Jan 2025 – Dec 2025

- Assisted 40–70 visitors per day and logged enquiries for follow-up to closure.
- Improved daily readiness by introducing a front desk checklist for forms and supplies.

Retail Cashier – Local Grocery Store, East London
May 2024 – Dec 2024

- Processed cash and card transactions and supported end-of-shift cash-up.

EDUCATION AND CERTIFICATES

National Senior Certificate (Matric), 2023
Basic Computer Skills, 2024

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