Thando Mbeki

East London, Eastern Cape
078 987 6543 · thando.mbeki@email.com

PROFESSIONAL SUMMARY

Entry-level receptionist candidate with strong communication skills, neat admin habits and a confident phone manner. Comfortable using MS Word and email, greeting visitors, taking accurate messages and keeping records organised. Available immediately and eager to grow in a front desk role.

KEY SKILLS

- Professional telephone manner and message-taking
- Customer service and visitor assistance
- Diary bookings (basic) and appointment confirmations
- Filing, scanning and data capture
- MS Word, basic Excel, email writing
- Time management and attention to detail

EXPERIENCE

Volunteer Admin Support – Community Centre, East London
Feb 2025 – May 2025

- Welcomed community members at the reception desk, directed them to the correct room and helped with basic enquiries.
- Answered calls, wrote clear messages and made sure the right person received the information.
- Helped capture attendance lists and kept forms filed in date order so they were easy to find.

Class Representative – [High School name]
2024

- Passed messages between teachers and learners, managed timelines and kept simple records for class activities.

EDUCATION

National Senior Certificate (Matric) – 2024

CERTIFICATES

- Computer Literacy (Intro to MS Office and Email) – 2025

LANGUAGES

English, isiXhosa

Free template from cvhub.co.za - build and share your CV for free

REFERENCES

Available on request.

Free template from cvhub.co.za - build and share your CV for free