

QUEEN MESO

Phone: 081 707 2692

Email: queen.meso98@gmail.com

Location: Diepsloot Ext 5, Bryanston

PROFESSIONAL SUMMARY

Young, energetic and well-presented professional with strong communication skills and over 7 years of experience in customer service, office support, store maintenance and daily operational assistance. Reliable, organised and able to multitask in fast-paced environments. Currently studying Management Assistance. Available to start 05 January 2026.

KEY SKILLS

- Office Cleaning & Workspace Upkeep
- Answering & Directing Calls
- Basic Email Communication
- Filing & Admin Support
- Reception Assistance
- Microsoft Office (Word, Excel, Outlook)
- Time Management & Multitasking
- Professional Communication

WORK EXPERIENCE

Lifestyle Consultant – Stodels Nursery (Jan 2024 – Present)

- Maintain clean and organised workspaces
- Assist customers and handle queries professionally
- Support basic admin and stock coordination

Cashier / Store Assistant – Culinary Table (Nov 2021 – Nov 2023)

- Answered calls and assisted customer enquiries
- Filing, paperwork and workspace cleanliness

Cashier / Store Assistant – Rage SA (Jan 2020 – Feb 2021)

- Assisted customers and directed queries
- Maintained store cleanliness

Cashier / Store Assistant – Pepkor (Feb 2017 – Dec 2019)

- Maintained a clean, organised retail environment
- Assisted with filing and records

EDUCATION

- Management Assistant N5 – South West Gauteng College (In Progress)
- Management Assistant N4 – South West Gauteng College (2023)
- Matric (Grade 12) – Ferndale High School (2016)

LANGUAGES

- English. read,write and speak – Fluent
- SSepedi. read,write and speak – Fluent
- Setswana. Read write and soeak – Fluent
- IsiZulu . Read write and speak – Basic

REFERENCES

Available on request

—