

# THULILE ZINHLE DUBE

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## PROFESSIONAL SUMMARY

A highly organised and professional Receptionist with over 8 years of experience in front desk operations, office administration, and client service. Skilled in managing office workflows, coordinating meetings, handling correspondence, and providing comprehensive administrative support. Proven ability to maintain efficient office operations while ensuring a welcoming environment for clients and staff. Seeking to leverage my expertise in a challenging new role.

## SKILLS

- Front Desk Management
- Office Administration
- Customer Service
- Telephone Handling
- Appointment Scheduling
- Document Management
- Filing Systems
- Mail Management
- Meeting Coordination
- Office Supplies Management
- Time Management
- Communication Skills
- Microsoft Office Suite
- Data Entry
- Record Keeping

## REFERENCES

Available upon request.

## EXPERIENCE

Jan 2016 - Dec 2024

**Receptionist/Office Administrator**

- Greeted visitors and directed them to the appropriate personnel or meeting areas.

Daluxolo Day Care

- Answered and managed incoming calls, taking messages and forwarding inquiries as needed.
- Handled incoming and outgoing mail, email, and other correspondence.
- Scheduled and coordinated meetings, appointments, and conference room bookings.
- Maintained office supplies inventory and placed orders as required.
- Assisted with general office administration and maintained filing systems.

## EDUCATION

2025

**Higher Certificate:** Paralegal Studies

Mancosa

Sep 2025

**Certificate:** Office Administration Studies

IQ Academy

2005

**Matric**

Ndukwenhle High School

## LANGUAGES

English (Fluent)

Zulu (Home Language)