

# NANDZUZA MABENA



## Contact

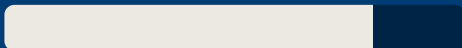
@ mabenanandzuza@gmail.com

079 240 4165

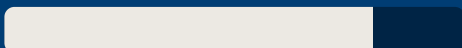
32 Toon Van Den Heever Street Randhart Alberton 1449

## Skills

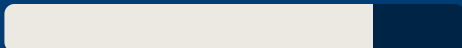
Computer skills-MS office 80%



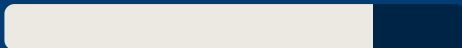
Detail orientated 80%



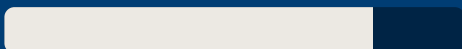
Strong presentation skills 80%



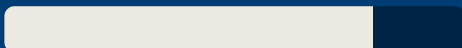
Great-eye hand coordination 80%



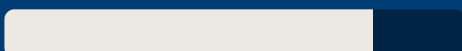
Efficient in standard lab procedures 80%



Efficient in compiling a scientific report 80%



Collaboration 80%



Proficient in practical lab techniques 80%

like: Protein isolation, Spectrophotometry, Electrophoresis, Enzymology, ELISA, Cell viability, Flow Cytometry, Ouchterlony Immunodiffusion



## OBJECTIVE

To obtain an entry-level position at a respected organization and utilize the educational qualifications I've obtained at University of Johannesburg

## EXPERIENCE

### General Motors Alberton

Secretary

Dealing with customers first hand or over the phone, redirecting customers to the appropriate people such as people in sales, parts or bookings.

Maintaining filing.

Sending emails and answering call.

Working with switchboard.

November

2016 -

January

2017

### Nedbank

Financial Assistant Secretary

Working in the GRIR accounts department.

Dealing with companies and request them to send in invoices for processing.

Uploading invoice on the ARIBA system to ensure that payments are processed.

Check invoice on ARIBA system

December

2018 -

January

2019

### Mosate Heights at University of Johannesburg

Mentor

Working with first years. Showing them all residence and campus facilities and just being a person to talk to or a helping hand.

January

2018 -

November

2018

## EDUCATION

### University of Johannesburg

Bachelor degree in life and environmental science

2020

### Marais Viljoen High school

Matric

2015

## REFERENCE

Mrs M Heystek - "Marais Viljoen High school "

Principal

011 907 9013/4



**Mahlodi Motsoaledi - "General Motors Alberante "**

Standards Coordinator

084 771 4694