

# Sonele Diniso

✉ sonelediniso@gmail.com

☎ 0845296368

📍 76 Kotze street, Hillbrow, Johannesburg,  
Gauteng, 2001

🚩 South African

📅 7/08/2007

## Profile

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Energetic, friendly, Empathetic and highly organized with excellent communication and customer service skills. Eager to bring a proactive and diligent attitude to a receptionist role

## Professional Experience

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12/2024

### Administrative Assistant/Receptionist

Johannesburg, Gauteng

*Compre Air (Pty) Ltd 0115683787/ Manager Thandiwe Dube*

- Welcome guests, announce their arrival, and direct them to the appropriate person or office.
- Answer, screen, and forward incoming phone calls, and handle incoming and outgoing mail and deliveries.
- Sending quotes and invoices.
- Keeping the front desk and waiting area clean
- Scheduling jobs for our team of tradesmen
- Reviewing and processing invoices.
- Booking appointment times with clients.
- Assisting the Accounts Department
- Handling queries and complaints from patients through telephone and email

## Skills

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Communication



Multitasking



Customer service



Time management



Detail oriented



Organised



## Languages

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• English

• Xhosa

• IsiZulu

## Education

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Matric