Precious Thembelihle Khanyi

475D Moemise Street Meadowlands Zone 2 Soweto, Johannesburg
khanyit495@gmail.com | 0624305615 | DoB: 2002-01-24

I am a motivated and detail-oriented Psychology graduate with experience in laboratory support and administrative roles. I have strong background knowledge in research methods, data handling, and interpersonal communication. Proven ability to manage tasks efficiently in fast-paced environments while maintaining accuracy and professionalism. I am seeking an opportunity to contribute to a dynamic team while gaining practical experience in psychology, administration, or human services.

Additional Contact Information

- Nationality: South African
- Identity Number: 0201240297089
- Gender: Female

Professional Experience

Azochem Laboratories **04/2025 - 06/2025**
Receptionist

- Managed daily administrative operations, including scheduling and record keeping
- Maintained accurate databases and documentation systems
- Provided professional front-desk support and handled client communication
- Demonstrated strong organisational skills in a fast-paced environment

Azochem Laboratories **07/2025 - 10/2025**
RDI Lab Assistant

- Assisted with sample handling, preparation, and basic laboratory procedures
- Performed data entry and maintained accurate laboratory records
- Supported quality control processes, including equipment calibration
- Worked collaboratively with team members to ensure workflow efficiency

Education

North West University **02/2021 - 12/2023**
BA In Humanities With Psychology - Degree

- Human behaviour, cognition, and emotion
- Research methods (qualitative & quantitative)
- Statistical analysis and psychological assessment techniques

Lincoln Heights Secondary School **12/2019**
Grade 12 (matric)

Languages

- English (Fluent)
- IsiZulu (Fluent)

Key Skills

- Microsoft Office (Word, Excel, PowerPoint)
- Data entry and record management

- Basic laboratory procedures
- Communication and interpersonal skills
- Active listening and empathy
- Problem-solving
- Time management and organisation
- Team collaboration

Interests

- Psychology and human behaviour
- Research and analysis
- Reading

References

Cindy Hails - Supervisor, Azochem Laboratories
011 472 5516 | Cindy.hails@azochem co.za

Peter Dixon - HR Manager, Azochem Laboratories
011 472 5516 | Peter.dixon@azochem.az.za