



Nandipha Mbusi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative Clerk job or customer service job. Have administrative experience and also customer service. I am a hard working, reliable, honest and responsible person who aim at providing excellence in every work I do. I can work well with a team as well as an individual. Communication well and also good interpersonal skills

Preferred occupation Administrators
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1991-03-19 (34 years old)

Gender Female

Residential location Cape Town
Western Cape

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2017.04 iki 2017.12**

Company name Capitec bank

Occupation Client service champion

What you did at this job position? Meet and greet new/existing clients. Determine client's needs. Provide clients with information on services offered. Verifying clients documents. Direct client to the relevant consultant. Assisting clients to fill in application forms. Manage the flow of clients . Operating the Queue Management System(issuing queue tickets). ATM Assisting

Working period	nuo 2018.03 iki 2019.06
Company name	South African Police Service
You were working at:	Administrators
Occupation	Administrative assistant internship
What you did at this job position?	Provides administrative support to the provincial office. Deal with telephone inquiries and screen In-coming calls. Ensure all in-coming correspondences are read and delivered to the relevant people, Attending meetings and take minutes, Utilise the Mainframe system (CAS, Circulation and Criminal system), Data capturing, Filing of documents, Provides personal assistant duties, Conduct typing of correspondence, Photocopying /scanning of documents

Education

Educational period	nuo 2012.01 iki 2016.07
Degree	Degree
Educational institution	University of the Western Cape
Educational qualification	Bcom General
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft excel

Microsoft Word

Microsoft PowerPoint

Microsoft outlook

Recommendations

Contact person	Mrs Estelle Van Tonder
Occupation	Profile Task Team - Captain
Company	South African Police Service
Telephone number	021 4177 203

Additional information

Your hobbies	Reading Singing
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	6000 R per month

