



Julia Mzandisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking to work as a receptionist or clerk.

I can monitor and control reception area. Manage administration records. Interpret basic financial statements. Process incoming and outgoing telephone calls.

Preferred occupation Filing clerk
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1975-05-10 (50 years old)

Gender Female

Residential location Cape Flats
Western Cape

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

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

Work experience

Working period **nuo 2003.12 iki 2007.09**

Company name Duvans enterprice

You were working at: Cashiers

Occupation Cashier

What you did at this job position? Collects payments whether in cash or credit.

Education

Educational period **nuo 2012.01 iki 2012.06**

Degree Certificate

Educational institution Silulo Ulutho Technologies

Educational qualification Computer training

I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | good |

Computer knowledge

Proficient with Microsoft Word, Excel, Internet and Email

Additional information

| | |
|--------------------------|------------------|
| Salary you wish | 5000 R per month |
| How much do you earn now | 6000 R per month |