



Neliswa Mali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated, diligent person committed in achieving high standard of competence and professionalism in whatever I do.

Lots of experience and skills obtained in an office / Administration environment. Loyal, friendly, hardworking with attention to detail, organised thorough and confidential. Always willing to learn.

Admin Assistant / Receptionist

Duties

- Opening / Closing Office
- Switchboard duties
- Screening calls & Taking messages
- Opening / Closing Files
- Compiling, Printing and Binding Reports
- Filing, Sorting completed Project and Archive
- Arrangement of Couriers and doing a follow

Preferred occupation **Receptionist**
Administrative jobs

Preferred work location **Port Elizabeth**
Eastern Cape

Uitenhage
Eastern Cape

Contacts and general information about me

Day of birth **1970-01-09 (56 years old)**

Gender **Female**

Residential location **Port Elizabeth**
Eastern 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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Additional information

Salary you wish R10 000 R per month

How much do you earn now R6 400 R per month