



Ongeziwe Carol Nkungwana

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an ambitious young female who is prepared to achieve desired. I am a hardworker, self-motivated, goal-oriented individual who is looking for a challenge to enhance my skills and knowledge. I have a good communication skills and a great phone etiquette, fluent in isiXhosa & English. I am able to work in a team and individually, and can work under pressure & willing to shifts.

Preferred occupation

Receptionist
Administrative jobs

Bartenders
Restaurant, bar service jobs

Generals
General jobs

HR intern
Management, human resources jobs

Preferred work location

East London
Eastern Cape

Rustenburg
North West

Mdantsane
Eastern Cape

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth	1997-03-05 (27 years old)
Gender	Female
Residential location	East London Eastern 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 2022.11 iki 2023.06
Company name	Ondela Investment
You were working at:	Receptionist
Occupation	Admin Assistant
What you did at this job position?	Answer phone calls, send and receive emails • Making quotes, invoices and statements for clients using Bright book system • Communicates with manager to coordinates schedules • Communicate with staff to help procure needed items • Overseeing that everything in the canteen goes accordingly • Responding to business enquiries and provide customer service

Additional information

Salary you wish	0-20000 R per month
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