



# Mbali Mncwango

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

As a recent graduate i am seeking a role which allows me to continue learning and to work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately

|                         |   |
|-------------------------|---|
| Preferred occupation    | Administrators<br>Administrative jobs               |
|                         | Waiters, waitresses<br>Restaurant, bar service jobs |
| Preferred work location | KwaZulu-Natal                                       |

## Contacts and general information about me

|                      |  |
|----------------------|--|
| Gender               | Female   |
| Residential location | KwaZulu-Natal  |
| Telephone number     | Information is available only for registered users.<br><a href="#">Sign in</a> |
| Email address        | Information is available only for registered users.<br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2010.08 iki 2013.10</b>  |
| Company name                       | Mouth edgecombe country club  |
| Occupation                         | Waitress  |
| What you did at this job position? | assisting customers with professional and daily stock count following companies safety and procedures   |
| Company name                       | E.H.N marketing company   |
| Occupation                         | receptionist  |
| What you did at this job position? | greetings visitors,assessed needs and directed to appropriate personnel,answering and directing incoming calls using multiline telephones system,direct clients to appropriate personnel to address corncens,resolve complaints or answer account related questions,rendered information to callers and drafted office emails |

Working period **nuo 2016.05 iki 2017.03**  
 Company name Bidvest Evants  
 Occupation Waitress/Hostess  
 What you did at this job position? handling petty cash, credit cards, pitched in to assist supervisor and to handle various tasks, greeting customers offered immediate assistance

Working period **nuo 2017.03 iki 2021.06**  
 Company name The square boutique hotel and spa  
 Occupation Waitress  
 What you did at this job position? assisting room services, dining hall with professional and respect, handling petty cash and credit cards, followed company safety and rules, pitched in to assist supervisor and to handle various tasks, greeted customers and offered immediate assistance

### Education

Educational period **nuo 2002.01 iki 2007.12**  
 Degree Grade 12 / Matric  
 Educational institution Majiya high school  
 Educational qualification matric certificate

Educational period **nuo 2019.01 iki 2020.07**  
 Degree Certificate  
 Educational institution Rosebank college  
 Educational qualification office and administration

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         | fluent              | fluent        |
| English  | very good      | very good           | very good     |

### Computer knowledge

Computer fundamentals  
 Microsoft Windows  
 Microsoft word  
 Microsoft excel  
 Introduction to internet and emails  
 Multimedia devices  
 Speed typing

### Additional information

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | R4500 R per month |
| How much do you earn now | R4500 R per month |