



Buyiswa Magdeline Bhungani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am dedicated, hardworking, passionate person who is willing to learn in every aspect of the job in order to be able to carry out my duties to the best of my abilities. Assist where possible, and can work flexibly with other team members / colleagues.

Preferred occupation	Secretaries Administrative jobs
	Switchboard operator Administrative jobs
Preferred work location	Aliwal North Eastern Cape

Contacts and general information about me

Gender	Female
Residential location	Aliwal North Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2012.10 iki 2022.08
Company name	Joe Gqabi District Municipality
You were working at:	Administrators
Occupation	Committee Clerk
What you did at this job position?	Compiling Agendas, compiling minutes and distributing them to Stakeholders.

Education

Educational period	nuo 2003.01 iki 2006.11
Degree	Diploma
Educational institution	Central University of Technology, Free State Bloemfontein
Educational qualification	Office Management & Technology
I could work	as a Receptionist, Secretary, Personal Assistant and or Admin Assistant

Languages

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

Computer knowledge

Microsoft Word, Microsoft Excel, Microsoft Publisher, Microsoft Powerpoint, Adobe, Emails

Recommendations

Contact person	Mrs N P Sono
Occupation	Switchboard Operator
Company	Joe Gqabi District Municipality
Telephone number	045 979 3000
Email address	switchboard@jgdm.gov.za

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-07-00 (6 years)
Salary you wish	20 000 R per month
How much do you earn now	12 599 R per month