



Xolisile Hlongwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for an Office administrator, clerk or Receptionist job .I am a highly experienced professional with extensive “hands on” expertise combined with wide experience in Retail. I am an effective organiser and prioritiser who allocates and co-ordinate resources, both human and material, to the best effect. Articulate and confident, a strong practiced communicator who uses initiative, time management and confidence in a personal performance role and established stable relationship at all levels.

Preferred occupation Administrators
Administrative jobs

Generals
General jobs

Preferred work location Johannesburg
Gauteng

Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth	1989-02-21 (35 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2013.10 iki dabar
Company name	Masithembe Electrical Pty Ltd
You were working at:	Receptionist
Occupation	Office Administrator
What you did at this job position?	Responsible for scheduling of electrical installations, invoices, Quotation, statements. compile monthly reports, filling and operation switch board.

Education

Educational period	nuo 2007.01 iki 2007.12
Degree	Diploma
Educational institution	Dam business College
Educational qualification	Hotel and Catering Management
I could work	Front office, Retail.

Languages

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

Computer knowledge

Computer proficiency with Ms Office applications including Excel, outlet and power point.

Recommendations

Contact person	Mr George Nkosi
Occupation	Managing Director
Company	Masithembe Electrical Pty Ltd
Telephone number	087 806 3051
Email address	admin@masithembe.co.za

Additional information

Your hobbies	Reading, cooking
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-05-00 (5 years)
Salary you wish	10000 R per month
How much do you earn now	8000 R per month