



Alinda Bonakele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration Clerk

Receptionist

My positive points are, I am career driven I have studied Management Assistant which evolves too much Office work. My skills; written and verbal communication skills, customer service, adaptability and problem solving skills.

Preferred occupation Receptionist
Administrative jobs

Preferred work location Cape Town
Western Cape

Contacts and general information about me

Day of birth 1999-03-24 (26 years old)

Gender Female

Residential location Cape Town
Western 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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Work experience

Working period **nuo 2021.01 iki 2022.07**

Company name Swartland Hospital

You were working at: Administrators

Occupation Contract ended

What you did at this job position? Administration Clerk and Ward Clerk Intern

Working period **nuo 2022.07 iki dabar**

Company name Emergency Medical Services

You were working at: Administrators

Occupation Employed

What you did at this job position? Administrator of Vaxi Taxi Intern

Education

Educational period	nuo 2018.01 iki 2019.06
Degree	Certificate
Educational institution	West Coast College
Educational qualification	Management Assistant
I could work	Office work

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

Computer knowledge

Microsoft Word - Drafting letters and Memorandum ect.

Microsoft excel- Spreadsheet and Calculations.

PowerPoint- Presentation graphs and reports.

Outlook- E- mails and managing calendars, setting meetings on Teams.

File management; creating folders and storing files and data.

Accessing the internet.

Conferences, seminars

None

Recommendations

Contact person	Michael Lwando Mdzeke
Occupation	Manager
Company	Emergency Medical Services
Telephone number	0784595491
Email address	Michael.Mdzeke@westerncape.gov.za
Contact person	Nicolene Adams
Occupation	Operational Manager
Company	Swartland Hospital
Telephone number	0224879225
Email address	Nicolene.Adams@westerncape.gov.za

Additional information

Your hobbies	Traveling Reading novels Watching Movies
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Driver licenses	None
Salary you wish	10000 R per month
How much do you earn now	4400 R per month