



# Nomfundo Chiliza

Curriculum Vitae (CV)

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

I am looking for a job where I can work with people. I am keen in learning everything within an organization, and take on challenges that lie ahead.

Preferred occupation

Receptionist

Administrative jobs

Switchboard operator

Administrative jobs

Administrators

Administrative jobs

Front Desk Agent

Administrative jobs

Filing clerk

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

Johannesburg

Gauteng

## Contacts and general information about me

Day of birth

1998-09-11 (27 years old)

Gender

Female

Residential location

Durban City

KwaZulu-Natal

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

## Work experience

Company name	Airports Company South Africa
You were working at:	Government jobs
Occupation	Intern
What you did at this job position?	Attending to calls. Ensure that lost items are taken to SAPS Office. Ensure that no items of clothing/bags/food/tools are left lying on desk or chairs as it is forbidden at all times. Ensure that when it is required to use the telephone to assist a client, the call should remain short and professional. Ensure that an important information is noted in the handover book or sent to colleagues via email communication.

#### Education

Educational period	<b>nuo 2019.02 iki 2021.12</b>
Degree	Diploma
Educational institution	Durban University Of Technology
Educational qualification	Diploma in management sciences: Business administration

#### Languages

Language	Speaking level	Understanding level	Writing level
English	good	fluent	fluent

#### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	R9500-R13500 R per month