



Ulandy Sikelela Mlomo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job in administration as that is what I have experience in. I am wanting a job that can help grow my skill set and as a person.

I am a vibrant young lady who enjoys meeting and interacting with all types of people which allows me to work easily in groups as well as work independently. I do tend to work slower than most people, however, this is due to me wanting to be thorough with the work I produce. I have developed the skills of working under pressure and I am very committed to every task given to me and always strive for excellence. I am a quick learner and enjoy being challenged.

Preferred occupation

Administrators
Administrative jobs

Marketing assistant
Ads, marketing jobs

Receptionist
Administrative jobs

Preferred work location

Durban City
KwaZulu-Natal

Johannesburg
Gauteng

Cape Town
Western Cape

Contacts and general information about me

Day of birth 1996-03-15 (29 years old)

Gender Female

Residential location Midlands
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

Working period	nuo 2015.02 iki 2017.12
Company name	Psychologist Private Practice
You were working at:	Personal assistant
Occupation	Receptionist & Administrator
What you did at this job position?	Engaged in professional telephone communication, Generated and prepared invoices for medical aid, Implementing a systematic file management

Working period	nuo 2018.01 iki 2023.08
Company name	Camp El Olam
You were working at:	Administrators
Occupation	Admin & programmes manager assistant
What you did at this job position?	Customer communications, telephonically and on email, Managing social media profiles, Simple bookkeeping tasks, Assist with running of programmes

Education

Educational period	nuo 2018.01 iki 2020.03
Degree	Certificate
Educational institution	UNISA
Educational qualification	Higher Certificate in Marketing
I could work	in marketing department

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	very good	good
isiXhosa	very good	good	basic

Computer knowledge

Windows and microsoft office

Conferences, seminars

n/a

Recommendations

Contact person	Rae Hawyes
Occupation	Manager
Company	Camp El Olam
Telephone number	0825789980
Email address	rae@elolam.co.za

Additional information

Your hobbies	hiking , cooking, singing and reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-01-00 (7 years)
Salary you wish	16 000 R per month
How much do you earn now	7000 R per month