



# Kimberly Chiwundo

Curriculum Vitae (CV)

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

I am looking for a job as a personal assistant as i am a self driven individual who is easy to communicate with as i have communication skills and i have gained experience as a personal assistant and sales consultant

Preferred work location      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth      2002-06-15 (23 years old)

Gender      Female

Residential location      Pretoria / Tshwane  
Gauteng

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 2021.02 iki 2021.08**

Company name      Machete solutions

You were working at:      Personal assistant

What you did at this job position?      Manage appointments,communicating with customers in person and over the phone,managing an active calendar of appointments,booking flights and setting up meetings

## Languages

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

## Computer knowledge

Excel

Microsoft

### Additional information

Driver licenses

None

Salary you wish

R8500 R per month