



Akona Beauty Mbangi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist or Admin Clerk....I'm a person with a good positive attitude and who is able to be the Face of the Company. I am a well mannered person who is able to face any new Challenges.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Eastern Cape Port Elizabeth Eastern Cape Uitenhage Eastern Cape

Contacts and general information about me

Day of birth	1993-10-20 (32 years old)
Gender	Female
Residential location	Uitenhage Eastern Cape
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 2020.09 iki 2021.04
Company name	Social development Outreach center
You were working at:	Receptionist
Occupation	Administrative assistant
What you did at this job position?	Answer and transferring call,Filling,Data capture
Working period	nuo 2019.06 iki 2021.12
Company name	TFG Makharm
You were working at:	Clothing patternmaker
Occupation	Customer service
What you did at this job position?	Welcoming customers

Education

Educational period	nuo 2019.01 iki 2021.11
Degree	Diploma
Educational institution	East Cape midlands college
Educational qualification	Legal Secretary
I could work	As an Administrator

Educational period	nuo 2016.01 iki 2018.11
Degree	Certificate
Educational institution	East Cape midlands college
Educational qualification	Office Administration
I could work	As an Receptionist

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	good	basic

Computer knowledge

Microsoft word, Excel, PowerPoint, outlook I know them from College and I have 6Months Experience in Office work.

Conferences, seminars

N/A

Recommendations

Contact person	Mr Nick Meyers
Occupation	Store Manager
Company	Makharm (TFG)
Telephone number	(041)922 1347
Contact person	Mrs Jennifer Landman
Occupation	Reception Supervisor
Company	Outreach center
Telephone number	(041)9781 1499

Additional information

Your hobbies	I love listening to music.
Driver licenses	None
Salary you wish	Good offer R per month
How much do you earn now	N/A R per month

