



Ayanda Moloi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist job. Well presented with exceptional customer service skills, and the ability to provide an effective reception and switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guest on arrival in a friendly, helpful and approachable manner.

Able to be a integral member of a administrative team and can follow instructions and also have a willingness to learn.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1995-12-22 (30 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 2017.07 iki 2020.07
Company name	Jofani Accounting & Consulting Services Pty Ltd
You were working at:	Receptionist

Education

Degree	Grade 12 / Matric
Educational institution	Rostec Technical College

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-09-00 (8 years)
Salary you wish	7500 R per month