



# 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.*  
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## 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