



Ncebakazi Faith Dinwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative vacancies

Secretarial roles

Receptionists

General Workers

I am writing to show my strong interests in the roles listed above, I do believe my excellent customer services skills, management skills, time management skills and communicating skills align well with the roles.

My background in the field for the past 13 years have equipped me with a solid foundation that I am so eager to apply in a professional setting.

| | |
|----------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
|----------------------|------------------------------------|

| | |
|-------------------------|---------------------------|
| Preferred work location | Cape Town Western Cape |
|-------------------------|---------------------------|

Contacts and general information about me

| | |
|--------------|---------------------------|
| Day of birth | 1982-01-28 (42 years old) |
|--------------|---------------------------|

| | |
|--------|--------|
| Gender | Female |
|--------|--------|

| | |
|----------------------|---------------------------|
| Residential location | Cape Town Western Cape |
|----------------------|---------------------------|

| | |
|------------------|---|
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
|------------------|---|

| | |
|---------------|---|
| Email address | <i>Information is available only for registered users.</i> Sign in |
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Work experience

Working period **nuo 2019.09 iki 2022.07**

Company name Bidvest Premier Lounge INT

You were working at: Receptionists

Occupation Front Desk Receptionist

What you did at this job position? Welcoming guests and provides them with the information and services of the Lounge, Dealt with their complaints immediately, Maintaining the management of the Reception area, opening and closing of the Lounge was one of our strong duties, Receives cash and reckon each transaction daily, Responsible for the incoming and outgoing phone calls and mails, Incharge of controlling access of guests in the Lounge as per Airline preferences, Maintain general oversight and accuracy of the records filled, cleanliness of the Reception area was essential.

Working period **nuo 2011.03 iki 2018.10**

Company name Itec

You were working at: Maintenance technician

Occupation Meter Reading Clerk

What you did at this job position? Incharge of collecting meter readings from all of our customers, capture them accurately for the months billing, sends everyone their billed accounts according to how much their meter for the month, Provide secretarial duties to my Senior management, handle telephone queries and distribute mails accordingly, Typing reports of my Department and send my Seniors.

Education

Educational period **nuo 2008.02 iki 2011.11**

Degree Diploma

Educational institution Buffalo City Public FET College

Educational qualification Management Assistant

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiXhosa | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |

Computer knowledge

Ms Word (Word/Excell/Powerpoint/Outlook)

Recommendations

| | |
|------------------|----------------------------|
| Contact person | Ms K Maseko |
| Occupation | Lounge Manager |
| Company | Bidvest Premier Lounge INT |
| Telephone number | 0826049347 |
| Email address | khensanim@bidair.co.za |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Watching movies Watching news Browsing internet for more job opportunitues |
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2022-06-00 (1 years) |
| Salary you wish | 12000 R per month |
| How much do you earn now | 5000 R per month |