



Aulina Sumbane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a motivated and hardworking individual with strong communication skills and a natural ability to be well organized. I am loyal and reliable and put a lot of effort into perfecting every task handed to me, taking great pride and responsibility in my work. I am an enthusiastic and young lady who adapts and thrives in any environment. I grab problems with both hands and find a sensible solution that is in the best interest of all parties involved.

Preferred occupation

Data capturers

Administrative jobs

Customer care agent

Administrative jobs

Receptionist

Administrative jobs

Administrators

Administrative jobs

Front Desk Agent

Administrative jobs

Filing clerk

Administrative jobs

Secretaries

Administrative jobs

Dispatchers

Administrative jobs

Personal assistant

Administrative jobs

Receptionists

Hotel jobs

Cashiers

Retail, store jobs

Shop assistants

Retail, store jobs

Preferred work location

Johannesburg

Gauteng

Contacts and general information about me

Day of birth	1995-10-26 (30 years old)
Gender	Female
Residential location	Gauteng
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

Work experience

Working period	nuo 2015.10 iki 2019.02
Company name	Drake International recruiting company
You were working at:	Receptionist
Occupation	Receptionist
What you did at this job position?	<ul style="list-style-type: none"> ●Greeted and welcomed visitors, providing excellent customer service and creating a positive first impression. ●Managed a Multi-line phone system, efficiently routing calls and taking accurate messages for internal staff. ●Scheduled and coordinated meeting, efficiently managing calendars and ensuring seamless logistics for all participants. ●Maintained and organized front desk area, including managing correspondence, sorting and distributing mail, ensuring smooth operations and productivity for the entire office.
Working period	nuo 2020.06 iki 2023.12
Company name	Parreirinha rápido
You were working at:	Sales representative
Occupation	Customer service representative
What you did at this job position?	<ul style="list-style-type: none"> ●Maintained up to date knowledge of products and services. ●Handled customer calls and responded to queries about services, products mulfunctions, promotions and billing. ●Worked to understand the needs of each customer. ●Greeted customers in a friendly and helpful manner. ●Handled sales transactions and returns in a timely manner.

Education

Educational period	nuo 2010.01 iki 2014.12
Degree	Grade 12 / Matric
Educational institution	The Hill high school
Educational qualification	National Senior Certificate

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Xitsonga	good	good	basic
isiZulu	good	good	do not know

Computer knowledge

- 1.Composed and sent over 150 emails a week using Microsoft Outlook
- 2.Created and formated office budget spreadsheets using Microsoft Excel
- 3.Wrote, edited and formatted documents on Microsoft Word

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	7000 R per month
How much do you earn now	6000 R per month