



# 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 (28 years old)
Gender	Female
Residential location	Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2015.10 iki 2019.02</b>
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"> <li>●Greeted and welcomed visitors, providing excellent customer service and creating a positive first impression.</li> <li>●Managed a Multi-line phone system, efficiently routing calls and taking accurate messages for internal staff.</li> <li>●Scheduled and coordinated meeting, efficiently managing calendars and ensuring seamless logistics for all participants.</li> <li>●Maintained and organized front desk area, including managing correspondence, sorting and distributing mail, ensuring smooth operations and productivity for the entire office.</li> </ul>
Working period	<b>nuo 2020.06 iki 2023.12</b>
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"> <li>●Maintained up to date knowledge of products and services.</li> <li>●Handled customer calls and responded to queries about services, products mulfunctions, promotions and billing.</li> <li>●Worked to understand the needs of each customer.</li> <li>●Greeted customers in a friendly and helpful manner.</li> <li>●Handled sales transactions and returns in a timely manner.</li> </ul>

### Education

Educational period	<b>nuo 2010.01 iki 2014.12</b>
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 formatted 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