



# Amanda Nyalungu

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a capable young and energetic person, always willing to learn, relevant and favourable qualities to perform the any job competently and effectively. I am an ambitious, goal-driven person who is intelligent and diligent. I am good at problem-solving and tackling problems head-on. Furthermore, I believe that my skills can play a vital role in any organisation. I am certain that I can bring positive changes to your organization by coming up with innovative ideas, I served at Checkers for 6 months being placed in different fields, ie deli, Baker, fruit and veggie. Hence I am looking for retail stores vacancies. I got an opportunity to work at retailer brands for 2 years as a general worker, hence I am looking for general worker jobs, served as a secretary and data capture for 2 years at Bushbuckridge local municipality, and I got an opportunity to serve as an Administrator for 1 year at Tg Vision. This gives me experience to work as an Administrator or receptionist.

Preferred occupation

**Administrators**

Administrative jobs

**Shop assistants**

Retail, store jobs

**Government jobs**

Government jobs

**Generals**

General jobs

Preferred work location

**Johannesburg**

Gauteng

**East Rand**

Gauteng

**West Rand**

Gauteng

## Contacts and general information about me

Gender

Female

Residential location

Johannesburg

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	<b>nuo 2021.10 iki 2023.01</b>
Company name	TG vision
You were working at:	Administrators
Occupation	Administrator
What you did at this job position?	Working as a receptionist and providing admin support for the office

### Education

Educational period	<b>nuo 2013.06 iki 2017.12</b>
Degree	Diploma
Educational institution	Mopani South east TVet college
Educational qualification	Public management
I could work	As an admin clerk

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	good
Xitsonga	very good	very good	good
SiSwati	good	good	good

### Computer knowledge

Microsoft office; word, excel and outlook.

### Recommendations

Contact person	Amrithlall Balmogan
Occupation	Production manager
Company	Retailer brands
Telephone number	0824627520
Email address	amrithlallb@dhfoods.co.za
Contact person	Macdonald Martins
Occupation	Technician
Company	TG Vision
Telephone number	0844754133
Email address	Macdonaldmartin24@yahoo.com

### Additional information

Your hobbies	Exercising Reading books
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-11-00 (6 years)
Salary you wish	6000 R per month
How much do you earn now	960 R per month