



Mbalenhle Pertunia Ximba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

The job am looking for is a representable job. And it a job that can help me built my future and help me to grow with knowledge. A job that wont be a part time job it must be a permanent job.

Preferred occupation	Receptionist
	Administrative jobs
	Generals
	General jobs
Preferred work location	Bookkeeper
	Administrative jobs
	Filing clerk
	Administrative jobs
Preferred work location	Durban City
	KwaZulu-Natal
Preferred work location	Drakensberg
	KwaZulu-Natal

Contacts and general information about me

Day of birth	1993-12-31 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2019.03 iki 2022.12
Company name	LTN PROPERTIES
You were working at:	Receptionists
Occupation	Filling clerk and bookkeeper
What you did at this job position?	Sorting out the files making sure the files are filled in according and making sure all the documents are on place

Working period	nuo 2016.01 iki 2018.10
Company name	Canvas and tents
You were working at:	Quality inspector
Occupation	Checking
What you did at this job position?	I was checking all the tent that are not damage and authorities it if they are in good order and separate the one that are damaged

Education

Educational period	nuo 2008.01 iki 2012.11
Degree	Grade 12 / Matric
Educational institution	Sakhelwe high School

Languages

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

Computer knowledge

Yes i have computer knowledge and very good at it.

Additional information

Salary you wish	8000 R per month
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