



# 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

Bookkeeper  
Administrative jobs

Filing clerk  
Administrative jobs

Preferred work location

Durban City  
KwaZulu-Natal

Drakensberg  
KwaZulu-Natal

## Contacts and general information about me

Day of birth

1993-12-31 (32 years old)

Gender

Female

Residential location

Durban City  
KwaZulu-Natal

Telephone number

*Information is available only for registered users.*  
[Sign in](#)

Email address

*Information is available only for registered users.*  
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## Work experience

Working period

**nuo 2019.03 iki 2022.12**

Company name

LTN PROPERTIES

You were working at:

Receptionists

Occupation

Filing 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	<b>nuo 2016.01 iki 2018.10</b>
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	<b>nuo 2008.01 iki 2012.11</b>
Degree	Grade 12 / Matric
Educational institution	Sakhelwe high School

### **Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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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