

Ntshuxeko Valentia Maluleke

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job where I interact and serve people, with an exposure to learn different skills and of course gain new knowledge and experience to enhance my skills.

My positive points include being reliable and being able to work with other people and always thriving to give the best customer service , I am consistent and a hardworking individual who's always willing to satisfy their customers needs.

The employer should hire me , because i am the right person for the job with relevant experience of 18 months where i got exposed to administrative duties which include filing and keeping data in storage , keeping and maintaining the incoming and outgoing register of the unit , setting up meetings , making phone calls and arranging appointments , update registers and statistics , handle routine enquiries , I have computer skills which are; MS Office Word, Excel, Outlook, Powerpoint, Access

Google Drive

Docs, Drive, F

Spreadsheets

Excel,

[Email](#)

Outlook, China

PRESENTATIONS

Powered by Google

Operating Systems

B. S. GOURADEVANNAH

Receptionist

Preferred work location

Johannesburg Gauteng

Contacts and general information about me

Day of birth 1998-01-04 (28 years old)

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

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Additional information

Salary you wish R7000 R per month

How much do you earn now N/A R per month