



# Abongile Dlali

Curriculum Vitae (CV)

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

I am a highly motivated and enthusiastic individual seeking a receptionist or administrative role where I can utilize my strong communication skills and basic computer knowledge. With a Grade 12 qualification, I possess a solid foundation in English and other essential subjects. As a quick learner, I thrive in dynamic environments and am eager to develop my skills further. My positive attitude, friendly demeanor, and strong work ethic make me an ideal candidate for a receptionist or administrative position

## Contacts and general information about me

Day of birth	2005-01-06 (21 years old)
Gender	Female
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>

## Education

Educational period	<b>nuo 2019.01 iki 2023.11</b>
Degree	Grade 12 / Matric
Educational institution	Mount frere senior secondary school
Educational qualification	Matrc
I could work	Anywhere

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

## Computer knowledge

and receptionist roles

I possess basic computer skills, with proficiency in Microsoft Office applications such as Word, Excel, **Conferences, seminars** and PowerPoint. I am familiar with operating systems, including Windows, and have experience with internet browsing and email communication. I am committed to ongoing learning and professional development. I am eager to expand my computer skills and adapt to conferences, seminars, and workshops to enhance my skills and knowledge, particularly in areas new software and technologies, making me a versatile and trainable candidate for administrative such as administration, communication, and technology. By staying up-to-date with industry trends and best practices, I aim to deliver exceptional performance and contribute to the success of my organization

### Recommendations

Contact person	Miss Mtebele
Occupation	Teacher
Company	Mount frere senior secondary school
Telephone number	+27 60 680 1176
Email address	chulumtebele23@gmail.com

### Additional information

Your hobbies	Reading: I enjoy reading self-help books and fiction novels. 2. Listening to music: I find solace in listening to calming music and podcasts. 3. Outdoor activities: I enjoy taking short walks and exploring nature during my free time.
Salary you wish	3000 R per month
How much do you earn now	R0 R per month