



Mbali Malungwane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a motivated and reliable individual with a strong administrative background. I have developed solid skills in office administration, communication, record-keeping and customer service through my studies and practical experience. I am well-organized, detail-oriented and able to work efficiently under pressure while maintaining professionalism. I take pride in my strong work ethic, willingness to learn and ability to work both independently and as part of a team. I am confident that my skills, positive attitude and commitment to excellence would make me a valuable asset to your organization.

Preferred occupation

Receptionist
Administrative jobs

Data capturers
Administrative jobs

Government jobs
Government jobs

Administrators
Administrative jobs

Preferred work location

Pretoria / Tshwane
Gauteng

Johannesburg
Gauteng

Mankweng
Limpopo

Rustenburg
North West

Contacts and general information about me

Day of birth	1996-12-17 (29 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2022.02 iki 2023.02
Company name	International Assemblies of God
You were working at:	Other jobs
Occupation	Office Administrator
What you did at this job position?	Handled general office administration including filing, answering calls, managing enquiries, organizing meetings and supporting smooth daily office operations.
Working period	nuo 2023.04 iki 2023.02
Company name	Tsweletsang Thuto Pele
You were working at:	Generals
Occupation	Advice Desk Officer
What you did at this job position?	Assisted clients and students by providing accurate advice, responding to enquiries, maintaining records, and supporting CV typing and university or college applications through professional client service.
Working period	nuo 2024.02 iki 2026.02
Company name	Dr Maloma MI Incorporated
You were working at:	Administrators
Occupation	Assistant Practice Manager
What you did at this job position?	Provided front-desk and administrative support by managing patient enquiries, scheduling appointments, capturing patient information, maintaining records, controlling stock, and ensuring confidentiality in a professional healthcare environment.

Education

Educational period	nuo 2015.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Voortrekkerhoogte High School
Educational qualification	Matric
Educational period	nuo 2017.02 iki 2019.11
Degree	Certificate
Educational institution	Orbit TVET COLLEGE
Educational qualification	National Certificate
Educational period	nuo 2020.02 iki 2022.11
Degree	Diploma
Educational institution	Tshwane South College
Educational qualification	Diploma

Languages

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

Computer knowledge

Proficient in Microsoft Word (document creation, formatting, typing)

Proficient in Microsoft Excel (basic spreadsheets, data capturing, simple calculations)

Proficient in Microsoft Outlook (emails, calendar and appointment scheduling)

Proficient in Microsoft PowerPoint (presentations)

Data capturing and record management (electronic and manual filing systems)

Use of office equipment such as printers, scanners, and photocopiers

Recommendations

Contact person	Lehlogonolo Rasekhula
Occupation	Manager
Company	Dr Maloma MI Incorporated
Telephone number	0720570538
Email address	lehlogonolojr15107@gmail.com

Additional information

Your hobbies	Reading Community or church involvement Organizing and planning Typing and computer practice Learning new skills Fitness or walking
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2020-10-00 (5 years)
Salary you wish	15000 R per month
How much do you earn now	7000 R per month