



Sisamkele Phungula

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a young results driven personal assistant to a sales manager at old mutual who seeks opportunity to create innovative development and strategy that will build and create a good companies image and identity, also seeking an opportunity to create a positive environment that encourages and promote excellent customer services.

I believe I have a lot of potential and have a vibrant energy. I want to grow in a well established organisation. I am a self driven young lady who is a hard worker, skilled with fast learning skills and communication. I am a very punctual being , working very well with a group of people as well individually at any given task or challenge.

MY KEY SKILS

- Descretion and trustworthy
- Flexibility and adaptability
- Good oral and written communication skills
- Organisational skills and ability to multi task
- The ability to be proactive and take the initiative
- Tact and diplomacy

MY JO DESCRIPTION

- Acting as a first point of contact, dealing with correspondence and phone calls
- Managing diaries and organising meetings
- Reminding the manager of important task and deadlines
- Typing, compiling and preparing reports
- Liaising with the staff and clients

Preferred occupation Personal assistant
 Administrative jobs

Preferred work location Durban City
 KwaZulu-Natal

Midlands
KwaZulu-Natal

Contacts and general information about me

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 2018.02 iki dabar
Company name	Old Mutual PFA
You were working at:	Personal assistant
Occupation	PERSONAL ASSISTANCE/RECEPTIONIST

Education

Educational period	nuo 2011.02 iki 2014.12
Degree	Diploma
Educational institution	DURBAN COMPUTER COLLEGE
Educational qualification	PUBLIC RELATION
I could work	PUBLIC RELATIONS OFFICER

Languages

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

Recommendations

Contact person	MR M GONO
Occupation	SALES MANAGER
Company	OLD MUTUAL PFA
Telephone number	0397978200/0824447754
Email address	mgono@oldmutual.com
Contact person	MRS Z NDATYANA
Occupation	SENIOR ADVISER
Company	OLD MUTUAL PFA
Telephone number	0835084359
Email address	Zndatyana@oldmutualpfa.com

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2016-09-00 (9 years)
Salary you wish	R5000 + R per month
How much do you earn now	R5000 R per month