



Mbalenhle Jacqueline Biyela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job as receptionist, PA OR sales rep. I have strong working ethics, I am a team player when need to be one but can also work on my own. I am a hard work and a very good communicator. Love working with people and have problem working skills.

Preferred occupation	Secretaries
	Administrative jobs
	Agents
	Sales jobs
	Telemarketers
	Sales jobs
Preferred work location	Johannesburg
	Gauteng

Contacts and general information about me

Day of birth	1989-06-07 (34 years old)
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 2008.03 iki 2014.06
Company name	Firstline Promotions and Makulu Events
You were working at:	Part time jobs
Occupation	Promoter
What you did at this job position?	Promote different brands at outlets, Data Capturing, Bar tending, training promoters, Packing promo hampers and distributing them to outlets.

Working period **nuo 2009.01 iki 2009.12**
 Company name Clomer SA
 You were working at: Agents
 Occupation Promoter
 What you did at this job position? Promote hair care products, pack the shelves and make sure it is always clean and neat.

Working period **nuo 2011.02 iki 2013.06**
 Company name Gold circle
 You were working at: Cashiers
 Occupation Senior operator
 What you did at this job position? Approaching punters and taking bets for them, teaching new punters the different kind of bets , cashing up winnings for punters winnings, banking,etc

Working period **nuo 2014.07 iki dabar**
 Company name Bevern Marketing
 You were working at: Marketing managers
 Occupation Promoter
 What you did at this job position? Run promotions.

Working period **nuo 2013.06 iki dabar**
 Company name Black Coffee Design
 You were working at: Receptionists
 Occupation Receptionist / Office admin
 What you did at this job position? Operate switchboard and screen calls, Welcome people and make sure they are at the right place and here for the right reasons, faxing, filling, emailing, issuing cash receipts, quoting dry hire clients, Reconciling petrol accounts, organizing couriers, Booking Travel and accommodation, sorting mail, controlling stock and placing orders, Controlling company dairy, etc

Education

Educational period **nuo 2006.01 iki 2015.06**
 Degree Grade 12 / Matric
 Educational institution Strelitzia Secondary School
 Educational qualification English, Afrikaans,Accounting, Business Economics, Biology, Religion studies

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Afrikaans	good	very good	good
SiSwati	good	good	basic
isiXhosa	good	good	basic

Computer knowledge

Word, Excel, windows, power point

Conferences, seminars

Computer course , Receptionist training and Committee skills training

Recommendations

Contact person	Lynne Burn
Occupation	Director
Company	Bevurn Marketing
Telephone number	0835221823
Contact person	Seluleko Mbatha
Occupation	Director
Company	Bevurn Marketing
Telephone number	0849522905
Contact person	Clarence Sibiya
Occupation	Corporate Affairs Manager
Company	ABInBev
Telephone number	0829217498
Email address	Clarence.Sibiya@za.ab-inbev.com

Additional information

Your hobbies	Reading Traveling Socializing Exercising Listening to music
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-07-00 (12 years)
Salary you wish	9000 R per month
How much do you earn now	7000 R per month