



# Murendeni Portia Rabonda

Curriculum Vitae (CV)

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

Am a good consultant

A good in sales representative

Receptionists

Administration

Preferred occupation      Jobs for students  
Student jobs

Preferred work location      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth      1996-04-15 (28 years old)

Gender      Female

Residential location      Johannesburg  
Gauteng

Telephone number      *Information is available only for registered users.*  
[Sign in](#)

Email address      *Information is available only for registered users.*  
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## Work experience

Working period      **nuo 2016.04 iki 2016.10**

Company name      Hillbrow clinic

You were working at:      Receptionists

Occupation      Receptionist

What you did at this job position?      I answer emergency calls and record all important information  
capture information and keeping records

Working period      **nuo 2016.11 iki 2017.03**

Company name      Department of health

You were working at:      Administrators

Occupation      Personal assistant

What you did at this job position?      Take calls on behalf of my boss ,taking minutes in meetings  
record important informations ,assisted my boss where needed

## Education

Educational period	<b>nuo 2010.01 iki 2015.11</b>
Degree	Grade 12 / Matric
Educational institution	Mphaphuli secondary school
Educational qualification	Matric
I could work	I could work as receptionist ,sales consultant,administration ,personal assistant ,ETC

## Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	fluent	fluent	fluent
English	fluent	fluent	fluent
Sepedi	fluent	fluent	good
Sesotho	fluent	fluent	good
isiZulu	good	good	basic

## Computer knowledge

Am good in computer

I can work using computer as I have done a lot of computing in my previous working place as a receptionist and personal assistant wich includes a lot of administration work

## Conferences, seminars

Good

## Recommendations

Contact person	Winnie morepe
Occupation	Health NGO
Company	Department of health
Telephone number	0794929974

## Additional information

Your hobbies	Reading,writing,cooking,traveling
Driver licenses	None
Salary you wish	6000 R per month