



Bongiwe Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an admin Job, since I have an experience as an Receptionist/PA. I've gained knowledge of administrative & clerical procedures, knowledge of business principles, required typing speed & proven experience in information & communication management. I'm a hard worker I can work under pressure and I'm also a team worker

Preferred occupation

Filing clerk
Administrative jobs

Agents
Sales jobs

Secretaries
Administrative jobs

Data capturers
Administrative jobs

Personal assistant
Administrative jobs

Call Centre agent
Administrative jobs

Preferred work location

West Rand
Gauteng

Contacts and general information about me

Day of birth 1992-12-27 (33 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 2015.10 iki 2018.01 |
| Company name | Mobile Dynamics |
| You were working at: | Receptionists |
| Occupation | Administration |
| What you did at this job position? | Arrange meetings, travel reservations for the office personnel. Handle callers and their inquiries. Handle Mails. Answer telephone calls & give information to the callers, take messages or transfer to appropriate individuals. Electronic filling. |

Education

| | |
|---------------------------|-------------------------------------|
| Educational period | nuo 2011.01 iki 2011.03 |
| Degree | Certificate |
| Educational institution | Micro Tech Computer Learning Campus |
| Educational qualification | Computer Literacy |
| I could work | Yes |
| Educational period | nuo 2011.02 iki 2011.12 |
| Degree | Diploma |
| Educational institution | Micro Tech Computer Learning Campus |
| Educational qualification | Call Centre Diploma |
| I could work | Yes |
| Educational period | nuo 2014.01 iki 2015.04 |
| Degree | Certificate |
| Educational institution | Western College |
| Educational qualification | N4 Public Relations |
| I could work | Yes |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | very good | very good |
| isiZulu | very good | very good | very good |
| isiXhosa | basic | basic | good |
| Sesotho | basic | basic | do not know |

Computer knowledge

Intro- Computer, Ms Word , Ms Excel, Power Point.

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | Yini Mahlangu |
| Occupation | Manager |
| Company | Yini Motors |
| Telephone number | 0837497435 |
| Email address | tumimahlangu@southerntoyota.com |

Additional information

| | |
|--------------------------|---------------------------------|
| Your hobbies | Sports, Cooking & reading books |
| Driver licenses | None |
| Salary you wish | 5000 R per month |
| How much do you earn now | 00.00 R per month |