



# 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 (32 years old)

Gender

Female

Residential location

Johannesburg  
Gauteng

Telephone number

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

Email address

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## Work experience

Working period	<b>nuo 2015.10 iki 2018.01</b>
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	<b>nuo 2011.01 iki 2011.03</b>
Degree	Certificate
Educational institution	Micro Tech Computer Learning Campus
Educational qualification	Computer Literacy
I could work	Yes
Educational period	<b>nuo 2011.02 iki 2011.12</b>
Degree	Diploma
Educational institution	Micro Tech Computer Learning Campus
Educational qualification	Call Centre Diploma
I could work	Yes
Educational period	<b>nuo 2014.01 iki 2015.04</b>
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