



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 | <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 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 |