



Cynthia Mkhwanazi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for a receptionist, administrator and secretary job. I'm Cynthia Mkhwanazi. I am detail-oriented and technical minded. After completing my high school diploma in 2009, I took a vocational course diploma in Information Technology at Nico Flora, where I graduated in 2013. I also continued with my studies where I took another course certificate in Office Administration in Tholulwazi IT and Business studies, where I graduated in 2016. I served as an office administrator for 7 years. I also have computer literacy and a possession of code 10 driver's license. I have computer skills in MS Word, Excel, and Outlook. I'm matured and know how to balance my personal life and my professional life. I love people and challenges. I know how to handle pressure and deal with stress. I'm always prepared and calm. I also have good communication skills where I apply to solve conflicts. I use soft communication skills, organizational skills, where I apply on my work place. I'm always organized. Time management skills are critical for an office admin to manage time effectively.

Preferred occupation **Administrators**
Administrative jobs

Preferred work location **West Rand**
Gauteng

Contacts and general information about me

Day of birth **1985-12-18 (40 years old)**

Gender **Female**

Residential location **West Rand**
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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Additional information

Salary you wish **9500 R per month**

How much do you earn now **8500 R per month**