



Tracy Mgoduka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Excellent Telephone etiquette, excellent communication skills, well organized and computer literate.

I am looking for a Receptionist/PA/Administrator Position

Preferred occupation Administrators
Administrative jobs

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 1987-03-25 (37 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

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

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	very good	very good	good
isiXhosa	fluent	fluent	fluent

Computer knowledge

Ms word, Excel, Power point

Recommendations

Contact person	Cheryl Narainsamy
Occupation	Human Resource Manager
Company	Polyflex
Telephone number	0317010211
Email address	cheryl.narainsamy@polyflex.co.za

Additional information

Your hobbies	Reading, Studying, Traveling and Writing
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2013-10-00 (10 years)
Salary you wish	9000 R per month
How much do you earn now	7000 R per month