



# 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 (38 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 (12 years)
Salary you wish	9000 R per month
How much do you earn now	7000 R per month