



# Nomaphelo Gongqa

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I am a Higher Certificate Graduate and even though I have learnt a lot during the years in my undergraduate I still need to learn. My main objective this year onwards is simply to build on the skills and knowledge that I have already gained.

The theoretical knowledge and skills that I have acquired range from the importance of managing office work (Data Capturing, Phone Answering, Client Calling, Managing Directors Meetings and Dealing with Clients and taking appointments). These Skills are a direct result from enrolling in Business Administration Modules. During my education I have had opportunities to put my education into practice by doing presentations and in service training for academic purposes. My interest lies with handling office work by helping all clients that come in for the Companies services and front desk work. I have worked for Entrepreneur Unleashed Company and Pinkly Trading cc, in the few I have learnt to be more responsible and making sure that our clients are well served.

The in service training Job at Entrepreneur Unleashed as an Administrator/Personal Assistant/Receptionist gave me an exposure in how to work hard by making sure that I reach my daily requirements in the office such as making sure that the clients are happy, I capture everything in time, working under pressure and doing all the filing work as well as arranging all meetings. My work experiences have opened a platform for me on how I should interact with other people, ensuring that I do my duties and responsibilities such as calls, meetings and data capturing. I have grown to be more responsible, increase confident and allow myself to learn new things (open minded). I am currently enrolled at the University Of South Africa (UNISA) for a BA in Psychological Counselling and working at KFC. I am currently working at st James Medical Centre (Dr Gonya's offices).

I am therefore interested in opportunity that allows me to realize such a future. I avail myself for your correspondence that might be necessary.

Preferred occupation	Administrators Administrative jobs
Preferred work location	East London Eastern Cape

## Contacts and general information about me

Day of birth	1993-03-24 (31 years old)
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Gender	Female
Residential location	East London Eastern Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

### Work experience

Working period	<b>nuo 2013.02 iki 2014.11</b>
Company name	ENTRENEUR UNLEASHED
You were working at:	Receptionist
Occupation	PERSONAL ASSISTANT
What you did at this job position?	FAXING, TYPING, MANAGING INCOMING AND OUT GOING CALLS

### Education

Educational period	<b>nuo 2013.01 iki 2013.12</b>
Degree	Certificate
Educational institution	P C TRAINING AND BUSINESS COLLEGE
Educational qualification	BUSINESS ADMINISTRATION
I could work	ADMINISTRATION WORK

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

### Computer knowledge

MY COMPUTER KNOWLEDGE IS GOOD

### Recommendations

Contact person	DR S GONYA
Occupation	RECEPTIONIST
Company	ST JAMES MEDICAL CENTRE
Telephone number	0832843965

### Additional information

Your hobbies	my hobbies are to read, clean, listen to music and orgnising for functions
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-03-00 (6 years)
Salary you wish	12000 R per month
How much do you earn now	3500 R per month

