



# Phumelele Shabalala

Curriculum Vitae (CV)

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

I am looking for a receptionist/ office administrator job. I have a Bachelor of Technology Degree in Public Relations and Communications Management, achieved at the Durban University of Technology and combined with my practical experience makes me an excellent candidate. I have worked as a Student Liaison at Varsity College where I worked on numerous marketing strategies as well as different events. I've also worked as a Hostess at an International survey company and as an office Administrator over the years. This has made me more client facing in my role and I have enjoyed meeting as well as developing relationships with these clients.

As a qualified Public Relations and Communications officer I have learnt and now possess good communication as well as interpersonal skills. I also feel that my organizing and computer skills are excellent and that is why I have kept a hands on approach to my work. I am very self-motivated, able to work on my own initiative and feel that my positivity rubs off onto the people around me. I am enthusiastic about your company and would welcome the opportunity to contribute to your expansion as well as on-going success

|                         |   |
|-------------------------|---|
| Preferred occupation    | Receptionist<br>Administrative jobs     |
|                         | Front Desk Agent<br>Administrative jobs |
|                         | Secretaries<br>Administrative jobs      |
| Preferred work location | Durban City<br>KwaZulu-Natal            |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1988-01-26 (37 years old)   |
| Gender               | Female  |
| Residential location | Durban City<br>KwaZulu-Natal  |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

Working period **nuo 2016.02 iki 2016.09**  
 Company name Ubumbano Constructions  
 You were working at: Receptionist  
 Occupation Receptionist  
 What you did at this job position? Managing and distributing information within the office, Taking memo's, Greeting clients, Answering the telephone, Maintaining files, Sending and receiving correspondence, Paying sub-contractors, Mediator, Attending site meetings

Working period **nuo 2015.01 iki 2016.01**  
 Company name Isimahla Trading enterprise  
 You were working at: Receptionist  
 Occupation Receptionist  
 What you did at this job position? Answering the telephone, Maintaining company files, Mediator, Marketing and Branding of the company, Sending and receiving correspondence, Taking memo's, Taking down minutes in meetings

Working period **nuo 2011.02 iki 2013.06**  
 Company name TNS Surveys  
 You were working at: Receptionist  
 Occupation Receptionist  
 What you did at this job position? Answering telephone, Sending and receiving correspondence, Maintaining company files, Marketing and Branding of the company, Taking down minutes in meetings

## Education

Educational period **nuo 2001.01 iki 2005.12**  
 Degree Grade 12 / Matric  
 Educational institution Ridge Park College  
 Educational qualification Senior certificate

Educational period **nuo 2006.02 iki 2009.12**  
 Degree Diploma  
 Educational institution Varsity College  
 Educational qualification Diploma I need Public Relations

Educational period **nuo 2016.02 iki 2016.12**  
 Degree Degree  
 Educational institution Durban University of Technology  
 Educational qualification BTech degree in Public Relations and Communications

## Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiZulu  | fluent         | fluent              | very good     |
| English  | fluent         | fluent              | fluent        |

## Computer knowledge

- Ms publisher
- Ms PowerPoint
- Ms outlook and Internet explorer
- Excel

## Recommendations

|                  |                             |
|------------------|-----------------------------|
| Contact person   | Thembaletu Ncube            |
| Occupation       | Manager                     |
| Company          | National edging             |
| Telephone number | 0810655323                  |
| Contact person   | Sthembiso Mbambo            |
| Occupation       | Project manager             |
| Company          | Isimahle trading enterprise |
| Telephone number | 0782848976                  |

## Additional information

|                 |                   |
|-----------------|-------------------|
| Driver licenses | None              |
| Salary you wish | R8000 R per month |