

Nhlakaniphoo Mdunge

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am fresh with full of energy and excellent educational record, and very keen to put my administrative and clerical acumen to effectively manage your offices operations and leading to my interest in pursuing a long-term career with your company.

I possess a number of strengths and attributes which uniquely qualifies me for an administrative assistant position:

In-depth knowledge of performing routine clerical tasks

Demonstrated ability to greet customers in a professional manner, highly skilled in Microsoft Office Applications specifically Word, Excel and PowerPoint, good working knowledge of Quick-books, exceptional verbal and written communication skills

and Profound customer service abilities just to name a few.

I am excited about utilizing my potential to contribute to your company's success.

Preferred occupation Jobs for students
Student jobs

Preferred work location KwaZulu-Natal

Contacts and general information about me

Day of birth 1997-12-13 (28 years old)

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](#)

Work experience

Working period **nuo 2018.11 iki 2019.11**

Company name Benby Dental practice

You were working at: **Medical receptionist**

Occupation Admin Assistant

What you did at this job position? Assisting with admin tasks

Education

Educational period	nuo 2010.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Ikhandlela High school
Educational qualification	Matric certificate
Educational period	nuo 2016.02 iki 2019.11
Degree	Degree
Educational institution	University of KwaZulu natal
Educational qualification	Sports science degree

Languages

Language	Speaking level	Understanding level	Writing level
English	good	fluent	fluent

Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-06-00 (6 years)
Salary you wish	R20000 R per month