



Aphrodite Nonhlanhla Mkhonde

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Currently working as Receptionist at Ayabusa

My duties as follows:

Receive Visitors

greet visitors appropriately

determine visitor needs in a professional manner

maintain visitor register

offer refreshments to visitors where appropriate

direct visitors to correct person

ensure back up when absent from reception desk

Answer Phone Calls

answer and address incoming phone calls in a timely and polite manner

clearly determine the purpose of the call

deal with queries and provide correct information

forward calls to appropriate person

take and deliver messages accurately and completely

Manage Mail

sort and distribute incoming mail

prepare outgoing mail for pick-up or courier

organize courier deliveries

Monitor Security

monitor people coming and going through the reception doors

issue visitor passes where required

be aware of and report suspicious activity

Preferred occupation

Receptionist

Administrative jobs

Preferred work location Gauteng

Contacts and general information about me

Day of birth 1967-06-29 (58 years old)

Gender Female

Residential location West Rand
Gauteng

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

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

Additional information

Salary you wish 15000 R per month

How much do you earn now 13500 R per month