



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