



Nwabisa Mbinda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a reliable person

Honest

I can multitask

I work well under pressure

Effective telephone skills

I am a problem solver

I communicate effectively with clients

Preferred occupation Switchboard operator
Administrative jobs

Preferred work location Western Cape

Contacts and general information about me

Day of birth 1992-05-02 (33 years old)

Gender Female

Residential location Cape Town
Western Cape

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

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2013.04 iki 2014.09**

Company name Ksd fet college

You were working at: Front Desk Agent

Occupation Receptionist

What you did at this job position? Answering of incoming and outgoing calls, filling, taking minutes

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2011.01 iki 2014.12 |
| Degree | Diploma |
| Educational institution | Ksd fet college |
| Educational qualification | Diploma in Public relations |
| I could work | Work well under pressurer |

Languages

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

Computer knowledge

Microsoft word
Excell

Recommendations

| | |
|------------------|----------------------------|
| Contact person | David mazongolo |
| Occupation | Manager |
| Company | Game store |
| Telephone number | 0833500365 |
| Email address | Davidmazongolo@game.org.za |

Additional information

| | |
|--------------------------|----------------------------|
| Driver licenses | None |
| Salary you wish | 3500 and above R per month |
| How much do you earn now | R4300 R per month |