



# Nandipha Mbusi

Curriculum Vitae (CV)

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

Administrative Clerk job or customer service job. Have administrative experience and also customer service. I am a hard working, reliable, honest and responsible person who aim at providing excellence in every work I do. I can work well with a team as well as an individual. Communication well and also good interpersonal skills

Preferred occupation	Administrators Administrative jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1991-03-19 (33 years old)
Gender	Female
Residential location	Cape Town Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.04 iki 2017.12</b>
Company name	Capitec bank
Occupation	Client service champion
What you did at this job position?	Meet and greet new/existing clients. Determine client's needs. Provide clients with information on services offered. Verifying clients documents. Direct client to the relevant consultant. Assisting clients to fill in application forms. Manage the flow of clients . Operating the Queue Management System(issuing queue tickets). ATM Assisting

Working period	<b>nuo 2018.03 iki 2019.06</b>
Company name	South African Police Service
You were working at:	Administrators
Occupation	Administrative assistant internship
What you did at this job position?	Provides administrative support to the provincial office. Deal with telephone inquiries and screen In-coming calls. Ensure all in-coming correspondences are read and delivered to the relevant people, Attending meetings and take minutes, Utilise the Mainframe system (CAS, Circulation and Criminal system), Data capturing, Filing of documents, Provides personal assistant duties, Conduct typing of correspondence, Photocopying /scanning of documents

### Education

Educational period	<b>nuo 2012.01 iki 2016.07</b>
Degree	Degree
Educational institution	University of the Western Cape
Educational qualification	Bcom General
I could work	Yes

### Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent

### Computer knowledge

Microsoft excel  
 Microsoft Word  
 Microsoft PowerPoint  
 Microsoft outlook

### Recommendations

Contact person	Mrs Estelle Van Tonder
Occupation	Profile Task Team - Captain
Company	South African Police Service
Telephone number	021 4177 203

### Additional information

Your hobbies	Reading Singing
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	6000 R per month

