



# 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 **nuo 2018.03 iki 2019.06**

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 **nuo 2012.01 iki 2016.07**

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

