



Julia Mzandisi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking to work as a receptionist or clerk.

I can monitor and control reception area. Manage administration records. Interpret basic financial statements. Process incoming and outgoing telephone calls.

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1975-05-10 (49 years old)
Gender	Female
Residential location	Cape Flats Western Cape
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2003.12 iki 2007.09
Company name	Duvans enterprice
You were working at:	Cashiers
Occupation	Cashier
What you did at this job position?	Collects payments whether in cash or credit.

Education

Educational period	nuo 2012.01 iki 2012.06
Degree	Certificate
Educational institution	Silulo Ulutho Technologies
Educational qualification	Computer training
I could work	Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Proficient with Microsoft Word, Excel, Internet and Email

Additional information

Salary you wish	5000 R per month
How much do you earn now	6000 R per month