



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 |