



# Rachel Buhle Mbonambi

Curriculum Vitae (CV)

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

I am looking for office work because i studied Office Administration for two years and i like working around people, meeting new people sharing their thoughts and ideas, im good at communicating with people. Im a good listener i always make sure i do as told if i don't understand i ask for an explanation so that i wont make mistakes at the end of the day... I have 18 months experience.. I also wont mind getting a General work because i like experiencing new things and also learning... Im a hardworking and dedicated person.

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Gender    Female

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

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

## Work experience

Working period                                      **nuo 2018.03 iki 2019.01**

Company name                                      Dassenhoek High School

You were working at:                              Receptionist

What you did at this job position?              photocopying, Printing documents, Typing learners exam papers, attending parents, Admitting Learners on SA-SAMS, Taking messages from the Principal to the right person

Working period                                      **nuo 2019.07 iki 2019.12**

Company name                                      Jubilee Senior Primary school

You were working at:                              Receptionist

What you did at this job position?              photocopying, Printing documents, Typing learners exam papers, attending parents, Admitting Learners on SA-SAMS, Taking messages from the Principal to the right person

## Education

Educational period	<b>nuo 2015.01 iki 2016.12</b>
Degree	Certificate
Educational institution	eLangeni TVET College
Educational qualification	Office Administration
I could work	as Office Assistant

### Languages

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

### Computer knowledge

Microsoft word  
PowerPoint  
Excel but not that good

### Recommendations

Contact person	Palesa Molefe
Occupation	Educator
Company	Jubilee Senior Primary
Telephone number	0813853611

### Additional information

Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	0.00 R per month