



Andiswa Mhambi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for receptionist position or Admin work and my positive points are, tying of document, answering of telephone calls from clients asking bookings and monitoring of stock.

Also recommending company services to the individuals needs. And completing of administration tasks such as processing and recording of things that will be needed in the company.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Bhisho Eastern Cape

Contacts and general information about me

Day of birth	1986-07-27 (38 years old)
Gender	Female
Residential location	Port Elizabeth Eastern 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 2015.04 iki 2019.03
Company name	Doctor Narshai Medical Centre
You were working at:	Receptionists
Occupation	Administrator
What you did at this job position?	I was doing all the admin work and answering of telephone call and making scheduling of appointment and also filling of documentations.

Education

Educational period	nuo 2007.02 iki 2009.11
Degree	Certificate
Educational institution	Eastcape Midlands College
Educational qualification	Information Technology
I could work	As a Receptionist, Admin Clerk and Computer Specialist

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

I did Office Data Programming, Information Systems, Matsh, English, Computer Programming, Systems Development, Web design, Hardware and Software Essentials.

Conferences, seminars

I have attended the CTI Survivor Course For Information Technology which included Hardware and Software Essentials, C# Programming and Web Design

Recommendations

Contact person	Miss Rochelle Volanie
Occupation	Supervisor
Company	Doctor Narshai Medical Centre
Telephone number	0419771571
Contact person	Masixole Ivin
Occupation	Supervisor
Company	Baires Plastics cc
Telephone number	0784199926/ 0619075337

Additional information

Your hobbies	Reading and going to church and also browsing the net
Driver licenses	None
Salary you wish	R10000 R per month
How much do you earn now	R4500 R per month