



Neliswa Mali

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated, diligent person committed in achieving high standard of competence and professionalism in whatever I do.

Lots of experience and skills obtained in an office / Administration environment. Loyal, friendly, hardworking with attention to detail, organised thorough and confidential. Always willing to learn.

Admin Assistant / Receptionist

Duties

- Opening / Closing Office
- Switchboard duties
- Screening calls & Taking messages
- Opening / Closing Files
- Compiling, Printing and Binding Reports
- Filing, Sorting completed Project and Archive
- Arrangement of Couriers and doing a follow

Preferred occupation

Receptionist
Administrative jobs

Preferred work location

Port Elizabeth
Eastern Cape

Uitenhage
Eastern Cape

Contacts and general information about me

Day of birth	1970-01-09 (54 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

Additional information

Salary you wish	R10 000 R per month
How much do you earn now	R6 400 R per month