



# Ongeziwe Carol Nkungwana

Curriculum Vitae (CV)

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

I am an ambitious young female who is prepared to achieve desired. I am a hardworker, self-motivated, goal-oriented individual who is looking for a challenge to enhance my skills and knowledge. I have a good communication skills and a great phone etiquette, fluent in isiXhosa & English. I am able to work in a team and individually, and can work under pressure & willing to shifts.

Preferred occupation

**Receptionist**  
Administrative jobs

**Bartenders**  
Restaurant, bar service jobs

**Generals**  
General jobs

**HR intern**  
Management, human resources jobs

Preferred work location

**East London**  
Eastern Cape

**Rustenburg**  
North West

**Mdantsane**  
Eastern Cape

**Port Elizabeth**  
Eastern Cape

## Contacts and general information about me

Day of birth 1997-03-05 (27 years old)

Gender Female

Residential location East London  
Eastern Cape

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	<b>nuo 2022.11 iki 2023.06</b>
Company name	Ondela Investment
You were working at:	Receptionist
Occupation	Admin Assistant
What you did at this job position?	Answer phone calls, send and receive emails • Making quotes, invoices and statements for clients using Bright book system • Communicates with manager to coordinates schedules • Communicate with staff to help procure needed items • Overseeing that everything in the canteen goes accordingly • Responding to business enquiries and provide customer service

#### **Additional information**

Salary you wish	0-20000 R per month
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