



Mbali Mncwango

Curriculum Vitae (CV)

What job i'm looking for? My positive points

As a recent graduate i am seeking a role which allows me to continue learning and to work in an environment which encourages me to succeed and grow professionally where i can utilize my skills and knowledge appropriately

Preferred occupation	Administrators Administrative jobs
	Waiters, waitresses Restaurant, bar service jobs
Preferred work location	KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	KwaZulu-Natal
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 2010.08 iki 2013.10
Company name	Mouth edgecombe country club
Occupation	Waitress
What you did at this job position?	assisting customers with professional and daily stock count following companies safety and procedures
Company name	E.H.N marketing company
Occupation	receptionist
What you did at this job position?	greetings visitors,assessed needs and directed to appropriate personnel,answering and directing incoming calls using multiline telephones system,direct clients to appropriate personnel to address corncens,resolve complaints or answer account related questions,rendered information to callers and drafted office emails

Working period **nuo 2016.05 iki 2017.03**
 Company name Bidvest Evants
 Occupation Waitress/Hostest
 What you did at this job position? handling petty cash,credit cards,pitched in to assist supervisor and to handle various tasks,greeting customers offered immediate assistance

Working period **nuo 2017.03 iki 2021.06**
 Company name The square boutique hotel and spa
 Occupation Waitress
 What you did at this job position? assisting room services,dinning hall with professional and respect,handling petty cash and credit cards,followed company safety and rules,pitched in to assist supervisor and to handle various tasks,greeted customers and offered immediate assistance

Education

Educational period **nuo 2002.01 iki 2007.12**
 Degree Grade 12 / Matric
 Educational institution Majiya high scholl
 Educational qualification matric certificate

Educational period **nuo 2019.01 iki 2020.07**
 Degree Certificate
 Educational institution Rosebank college
 Educational qualification office and administration

Languages

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

Computer knowledge

Computer fundamentals
 Microsoft Windows
 Microsoft word
 Microsoft excel
 Introduction to internet and emails
 Multimedia devices
 Speed typing

Additional information

Driver licenses	None
Salary you wish	R4500 R per month
How much do you earn now	R4500 R per month