

Khumbudzo Portia Nemutanzhela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration and General

. As an experienced office assistant, I am proficient at managing the day to day workflow activities, from providing administrative support to departmental managers to serving as point person and the "voice" of the institution.

My resume outlines my skills and knowledge in management and training development, office environment, as well as administrative work. I believe all aspects of my past experiences can benefit your institution. Key elements which I possess for the success of the position include the following:

- · Exceptional Organization and Customer Service Skills
- \cdot Keen Attention to Detail
- · Proficient in Microsoft Suite, Publisher Skills (Both MAC and PC Computer Savvy)
- · Commitment (first person in, last person to leave mentality)
- \cdot Detail orientated, accurate, flexible and reliable
- \cdot Team player with the ability to work effectively in any environment
- \cdot Strong verbal and written communication skills

Other qualities that I possess, which may not be readily apparent from my resume include integrity, intelligence, and high energy, along with a diverse background and range of abilities. I am one who embraces creativity, new ideas and able to work in fast-paced environments.

Preferred occupation	Administrators
	Administrative jobs

Preferred work location

Musina / Messina Limpopo

Contacts and general information about me

Day of birth Gender Residential location

1989-11-08 (35 years old) Female Thohoyandou Limpopo

Telephone number	Information is available only for registered users. <mark>Sign in</mark>
Email address	Information is available only for registered users. <mark>Sign in</mark>
Additional information	
Salary you wish	10000 R per month
How much do you earn now	3000 R per month