

## 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
- · 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)
- · Detail orientated, accurate, flexible and reliable
- · Team player with the ability to work effectively in any environment
- · 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 1989-11-08 (34 years old)

Gender Female

Residential location Thohoyandou

Limpopo

Telephone number Information is available only for registered users.

Sign in

Sign in

## **Additional information**

Salary you wish 10000 R per month How much do you earn now 3000 R per month