



Nelisiwe Radebe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hereby apply for the above mentioned position as advertised by your company. I am 28 years old female with good communication and interpersonal skills. I am keen to be part of the company that demands high working standard and encourages self- development. I believe this position will assist me to establish myself as a person and as a leader in your department while learning new creative ways in improving my skills.

Please find attached CV for your perusal. I am available for an interview at your convenient time and can contact me at 0781435653 or nellyneliswe1994@gmail.com.

I hope my application will meet your favorable consideration.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Bethlehem Free State

Contacts and general information about me

Day of birth	1994-04-01 (30 years old)
Gender	Female
Residential location	Bethlehem Free State
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 2019.10 iki 2021.03
Company name	Maluti TVET College
You were working at:	Administrators
Occupation	Admin Intern
What you did at this job position?	<ul style="list-style-type: none"> • Welcoming of clients and referring them to the relevant people for further assistance. • General administration support & Filing • Capturing of information into the database. • Sending and replying of emails. • Answer phones and direct all incoming calls to appropriate people promptly and efficiently. • Attend queries and give information to students regarding the course. • Compile reports in respect to finance. • Check incoming & outgoing correspondence and order stationary. • Document control and management. • Receive electronic faxes and distribute as necessary • Minute the outcomes of meetings and ensure distribution of minutes to all relevant staff members • Handle complaints and Liaising with the relevant person regarding complaints. • Type letter, reports and briefings. • Working together with students in order to provide the right support.

Education

Educational period	nuo 2018.12 iki 2019.01
Degree	Diploma
Educational institution	Maluti TVET College
Educational qualification	Management Assistant National Diploma
I could work	yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

very Good

Recommendations

Contact person	Phindiwe Malinga
Occupation	IT
Company	IBM
Telephone number	0711313700
Email address	phindiwemal@outlook.com

Additional information

Your hobbies	Computer
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2021-06-00 (3 years)

Salary you wish

15.000 R per month