



# Phindiwe Malinga

Curriculum Vitae (CV)

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

- 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.

## Contacts and general information about me

Day of birth	1994-04-01 (30 years old)
Gender	Female
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## 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? • 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 2018.01 iki 2019.06**

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

### Recommendations

Contact person Phindiwe Malinga

Occupation IT

Company IBM

Telephone number 0711313700

Email address phindiwemal@outlook.com

### Additional information

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