



Miliswa Rala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any Administrative kind of a job.

I have experience 11 years experience of office Administration, and also have a couple of skills that talks to Administration, with qualifications.

Skills:

Communication (Written and Verbal)

Customer care

Organisational development

Marketing

Computer

Investigation

Contacts and general information about me

Day of birth	1982-02-27 (42 years old)
Gender	Female
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 2007.01 iki 2017.05
Company name	Department of Economic Development and Environmental Affairs
You were working at:	Other jobs
Occupation	Accounting Klerk and Consumer Advisor
What you did at this job position?	Revenue collection, Data Capturing, Banking of Collected Revenue, Assist with Payments of Suppliers, Consumer Complaints investigation, Consumer Awareness Workshops, Weekly, Monthly and Quarterly Report Writing and Submission, Quarterly and Annual Reviews and Assessments.

Education

Educational period	nuo 2001.01 iki 2022.01
Degree	Certificate
Educational institution	PC Training and Business College
Educational qualification	Standard Diploma in Microsoft Office
I could work	IT

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent

Computer knowledge

I have a proper knowledge, understanding and qualification in computer.

Conferences, seminars

I have a couple of certificates that I have obtained from my previous employment

Consumer Protection Law- February 2014

Communication- June 2010

Customer care- March 2007

Organisational development- June 2008

Recommendations

Contact person	Lusanda Booï
Occupation	Consumer Advisor
Company	Department of Economic Development and Environmental Affairs
Telephone number	0733434031

Contact person	Aphiwe Ntintelo
Occupation	Consumer Advisor
Company	Department of Economic Development and Environmental Affairs
Telephone number	0814553462

Additional information

Your hobbies	I like reading, Sport and hanging around with family and friends
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2009-01-00 (15 years)
Salary you wish	150000 R per month

How much do you earn now

10000 R per month