



Bongisa Memani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hardworking and dedicated receptionist with eight years of experience providing integral office support in high volume client settings. Proficient and effective in creating schedules, making appointments and providing clients with optimal customer service. Consistently commended for managing front desk settings with poise and grace – sometimes under pressure – in addition to managing a variety of administrative duties. Eager to join a new team of professionals and assist them in thriving with my characteristic passion and commitment to excellence.

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|-------------------------|--|
| Preferred occupation | Finance officer Finance jobs |
| | Receptionist Administrative jobs |
| | Filing clerk Administrative jobs |
| | Switchboard operator Administrative jobs |
| | Bookkeeper Administrative jobs |
| Preferred work location | Port Elizabeth Eastern Cape |
| | East London Eastern Cape |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1993-09-13 (30 years old) |
| Gender | Female |
| Residential location | Port Elizabeth Eastern Cape |
| 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 2014.07 iki 2022.06**
 Company name NTSIKI PAKADE ATTORNEYS INC
 You were working at: Switchboard operator
 Occupation RECEPTIONIST AND FINANCIAL ADMIN ASSISTANT
 What you did at this job position? HANDLING FRONT OFFICE AND ASSISTING FINANCE DEPARTMENT

Education

Educational period **nuo 2009.01 iki 2011.11**
 Degree Grade 12 / Matric
 Educational institution NGCINGWANE TSSS
 Educational qualification MATRIC

Educational period **nuo 2013.01 iki 2014.06**
 Degree Diploma
 Educational institution BUFFALO CITY COLLEGE
 Educational qualification FINANCIAL MANAGEMENT

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| isiXhosa | fluent | fluent | fluent |
| English | very good | very good | very good |

Computer knowledge

MS WORD
 MS EXCEL
 MS POWERPOINT
 MS OUTLOOK
 GHOST PRACTICE
 ZERO

Recommendations

Contact person MISS TAMZYNE JINA
 Occupation OFFICE MANAGER
 Company NTSIKI PAKADE ATTORNEYS INC
 Telephone number 0659634141
 Email address tamzynejina@gmail.com

| | |
|------------------|-----------------------------|
| Contact person | MISS AWONGIWE MASHIYI |
| Occupation | PROFESSIONAL ATTORNEY |
| Company | NTSIKI PAKADE ATTORNEYS INC |
| Telephone number | 0649948445 |
| Email address | zizomashiyi@gmail.com |

Additional information

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|--------------------------|---------------------------|
| Driver licenses | B Light Vehicle ≤ 3,500kg |
| Driver license from | 2017-07-00 (7 years) |
| Salary you wish | 8500 R per month |
| How much do you earn now | 8500 R per month |