



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.

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 (31 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

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