



Brenda Nompumelelo Dlomo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a friendly person who connects with people, I believe in respecting everyone.

I adapt quickly to new environment and I'm one who doesn't create conflicts but try to resolve them.

I have many years of customer service experience as I've worked at a retail and hospitality industry which exposed me to different kinds of people

I'm a disciplined person and good in following instructions

I finished my matric and have a General secretary certificate

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth	1983-11-28 (40 years old)
Gender	Female
Residential location	Midlands KwaZulu-Natal
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 2018.06 iki 2021.05**

Company name The Living collective

You were working at: Administrators

Occupation Junior administrator

What you did at this job position? Assisting the senior administrator, switchboard operator, conducting bookings, Allocating rooms for guests, capturing the days work making online payments using virtual cards, using Sage platform to make quotations and invoices, capture pettycash, Welcoming guests and showing them their rooms and assisting them with information they might need.

Education

Educational period **nuo 2017.10 iki 2019.04**

Degree Certificate

Educational institution BOSTON CITY COLLEGE

Educational qualification General Secretary

Educational period **iki 2002.11**

Degree Grade 12 / Matric

Educational institution Sobantu Secondary School

Educational qualification Matric certificate

I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

Microsoft Word

Microsoft excel

PowerPoint

Internet and emails

Information technology

Typing

Recommendations

Contact person	Wendy Nwankwo
Occupation	Director
Company	The living collective
Telephone number	0845734789
Email address	wendydlomo@thelivingcollective.co.za

Contact person	Mala Devi Harrysalam
Occupation	Cash office supervisor
Company	Checkers cascades

Additional information

Your hobbies	I read books Listen to music Meditate Watch movies
Driver licenses	None
Salary you wish	10000 R per month