



# Melisango Gwaza

Curriculum Vitae (CV)

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

I hereby forward my Curriculum Vitae

I wish to apply for the position that is available in your organisation.

I am confident that I have knowledge and skills to professionally fulfill the position as required by the organization. I have national Diploma in Business Management

I will endeavor to effectively performance all my tasks as required by the organization and maintain the standard as defined by you. Given the opportunity, I will perform my duties with perseverance and loyalty.

I hope that my application will receive your favorable consideration.

Thank you

Preferred occupation

**Administrators**

Administrative jobs

**Team leader**

Management, human resources jobs

Preferred work location

**Cape Town**

Western Cape

**Queenstown**

Eastern Cape

**East London**

Eastern Cape

**Alice**

Eastern Cape

## Contacts and general information about me

Day of birth

1991-08-21 (33 years old)

Gender

Male

Residential location

**Cape Town**

Western Cape

Telephone number

Information is available only for registered users.  
[Sign in](#)

Email address

Information is available only for registered users.  
[Sign in](#)

## Work experience

Working period **nuo 2019.06 iki 2023.02**

Company name Ivati sa

You were working at: Building manager

Occupation Manager and receptionist

What you did at this job position? Design and implement business plans and strategies to promote the attainment of goods. ♦ Organize and coordinate operations in ways that ensure maximum productivity. ♦ Maintain relationship with partners/ vendors/ suppliers. ♦ Gather, analyze and interpret external and internal data and write report. ♦ Assess overall company performance against objective. ♦ Represent the company in events/conferences etc. ♦ Ensure adherence to legal rules and guidelines Typing up reports or documents Managing databases Organizing and updating spreadsheets Maintaining inventory and ordering office supplies Preparing correspondence and billing Collecting payments from customers and clients Providing customer service, and other related duties. Ensuring the o

Working period **nuo 2018.03 iki 2019.06**

Company name Emergency medical services

You were working at: Medical receptionist

Occupation Call taker/ dispatcher

What you did at this job position? Adhere to repeat call escalation policy and support the emergency control center dispatchers. ♦ Handle inbound communication-calls, faxes, and e-mails. ♦ Interrogate call, assess the nature and priority of the incident and provide feedback to the clients. ♦ Monitor and control the process of all emergency patients ♦ Completion of daily administration tasks and documentation. ♦ Attend compulsory training

## Education

Educational period **nuo 2018.01 iki 2020.10**

Degree Diploma

Educational institution College of Cape Town

Educational qualification National Diploma in Business Management

I could work Banks , management,

## Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent
Sesotho	very good	very good	very good

isiZulu

fluent

fluent

fluent

### Computer knowledge

Microsoft office, OS windows, Mac OS software , Adobe photoshop

### Conferences, seminars

Course : Business analysis and new venture creation

### Recommendations

Contact person	Nc master
Occupation	Facilitator
Company	Khanya csi
Telephone number	021 696 6116/ 0720378158
Email address	michmcm@iafrica.com

### Additional information

Your hobbies	Reading News
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-03-00 (5 years)
Salary you wish	15000 R per month
How much do you earn now	20000 R per month