



Mitchel Alpha Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm a very hard working young lady who's ambitious and willing to learn new things believe in team work because unity is power. I'm gold driven and an opportunistic.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	2002-07-13 (22 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.04 iki 2023.04
Company name	Kingdom Blue Life Insurance
You were working at:	Receptionists
What you did at this job position?	I was helping clients who come in helping them with their quires also capturing their information. Doing payroll also doing daily reports

Education

Educational period	nuo 2015.01 iki 2018.11
Degree	Grade 12 / Matric
Educational institution	Mandwandwe High School
Educational qualification	O level
Educational period	nuo 2019.03 iki 2020.03
Degree	Certificate
Educational institution	Siyafunda CTC
Educational qualification	End user computer

Languages

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

Computer knowledge

I know how to access Excel and do spreadsheets

Can use word know to do to presentations Can use outlook and create new emails know the basics of a computer

Recommendations

Contact person	Dikgole Lehutso
Occupation	Receptionist
Telephone number	0687228116

Additional information

Your hobbies	Reading novels on my free time Baking Writing Playing netball
Driver licenses	None
Salary you wish	5500 R per month
How much do you earn now	4500 R per month