



# Funeka Mlangeni

Curriculum Vitae (CV)

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

Reception/Assistant

I am a very happy, strong, courageous and an ambitious 24 years old girl. I can interact with everyone. I have got good customer service, very neat and tidy and able to work under pressure.

I believe I am the best candidate or at least deserve to get a chance because I am good at what I do, I'm extremely organised and hardworking, with exceptional people skills. I work well independently and under pressure in a fast-paced office environment. With my experience and expertise, I strongly believe that I would be an asset to your team.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Day of birth	1999-07-20 (25 years old)
Gender	Female
Residential location	East Rand Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2018.01 iki 2018.12</b>
Company name	Ekupholeni Mental Health and Trauma Center
Occupation	Community health worker
What you did at this job position?	Assisting with personal care Ensuring that residence needs are met. Involvement with writing care plans.

Working period **nuo 2019.01 iki 2020.01**  
 Company name Grace Wellness Foundation  
 Occupation Receptionist  
 What you did at this job position? Meeting and greeting clients. Booking meetings. Answering calls and forwarding calls Sorting and distributing post. Assisted the management in writing meeting minutes and conducting surveys through phones and emails.

Working period **nuo 2020.01 iki 2023.04**  
 Company name East Rand Bulk  
 You were working at: Administrators  
 Occupation Receptionist/Assistant  
 What you did at this job position? Booking cross-border permits -Managing the directors day-to-day life/duties -Managing the construction files,workers,registers and wages -Giving daily updates every morning and afternoon -Helping the operation with tracking,briefing and de-briefing BVO -booking of licenses -Taking dips every morning and afternoon -Organising stationery for the whole Depot and the DN books for the operation

**Education**

Educational period **nuo 2018.01 iki 2019.03**  
 Degree Certificate  
 Educational institution Mpilo Royal College  
 Educational qualification Community health worker NQF level 4

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

**Computer knowledge**

- Typing.
- Emailing.
- Online researching.
- Editing documents.
- Creating presentations.
- Creating spreadsheets.
- Outlook.

**Recommendations**

Contact person	Thabo Monaheng
Occupation	Director
Company	Grace Wellness Foundation
Telephone number	076 919 7414

Contact person	Patricia Madikane
Occupation	Depot Supervisor
Company	East Rand Bulk
Telephone number	082 616 2863
Email address	patricia@eastrandbulk.com

#### **Additional information**

Your hobbies	Community Involvement Reading Cooking
Driver licenses	EC1 Articulated Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2022-10-00 (1 years)
Salary you wish	R9000 R per month
How much do you earn now	R8000 R per month