



# Nomfundo Chiliza

Curriculum Vitae (CV)

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

I am looking for a job where I can work with people. I am keen in learning everything within an organization, and take on challenges that lie ahead.

Preferred occupation	<b>Receptionist</b> Administrative jobs
	<b>Switchboard operator</b> Administrative jobs
	<b>Administrators</b> Administrative jobs
	<b>Front Desk Agent</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Durban City</b> KwaZulu-Natal
	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1998-09-11 (26 years old)
Gender	Female
Residential location	<b>Durban City</b> KwaZulu-Natal
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

Company name	Airports Company South Africa
You were working at:	Government jobs
Occupation	Intern
What you did at this job position?	Attending to calls. Ensure that lost items are taken to SAPS Office. Ensure that no items of clothing/bags/food/tools are left lying on desk or chairs as it is forbidden at all times. Ensure that when it is required to use the telephone to assist a client, the call should remain short and professional. Ensure that an important information is noted in the handover book or sent to colleagues via email communication.

### Education

Educational period	<b>nuo 2019.02 iki 2021.12</b>
Degree	Diploma
Educational institution	Durban University Of Technology
Educational qualification	Diploma in management sciences: Business administration

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	fluent	fluent

### Additional information

Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Salary you wish	R9500-R13500 R per month