



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

Contacts and general information about me

Day of birth	1998-09-11 (26 years old)
Gender	Female
Residential location	Durban City 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

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 **nuo 2019.02 iki 2021.12**
 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