



Ulandy Sikelela Mlomo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for any job in administration as that is what I have experience in. I am wanting a job that can help grow my skill set and as a person.

I am a vibrant young lady who enjoys meeting and interacting with all types of people which allows me to work easily in groups as well as work independently. I do tend to work slower than most people, however, this is due to me wanting to be thorough with the work I produce. I have developed the skills of working under pressure and I am very committed to every task given to me and always strive for excellence. I am a quick learner and enjoy being challenged.

Preferred occupation	Administrators Administrative jobs
	Marketing assistant Ads, marketing jobs
	Receptionist Administrative jobs
Preferred work location	Durban City KwaZulu-Natal
	Johannesburg Gauteng
	Cape Town Western Cape

Contacts and general information about me

Day of birth	1996-03-15 (28 years old)
Gender	Female
Residential location	Midlands 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

Working period **nuo 2015.02 iki 2017.12**
 Company name Psychologist Private Practice
 You were working at: Personal assistant
 Occupation Receptionist & Administrator
 What you did at this job position? Engaged in professional telephone communication, Generated and prepared invoices for medical aid, Implementing a systematic file management

Working period **nuo 2018.01 iki 2023.08**
 Company name Camp El Olam
 You were working at: Administrators
 Occupation Admin & programmes manager assistant
 What you did at this job position? Customer communications, telephonically and on email, Managing social media profiles, Simple bookkeeping tasks Assist with running of programmes

Education

Educational period **nuo 2018.01 iki 2020.03**
 Degree Certificate
 Educational institution UNISA
 Educational qualification Higher Certificate in Marketing
 I could work in marketing department

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	very good	good
isiXhosa	very good	good	basic

Computer knowledge

Windows and microsoft office

Conferences, seminars

n/a

Recommendations

Contact person Rae Hawyes
 Occupation Manager
 Company Camp El Olam
 Telephone number 0825789980
 Email address rae@elolam.co.za

Additional information

Your hobbies	hiking , cooking, singing and reading
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2019-01-00 (5 years)
Salary you wish	16 000 R per month
How much do you earn now	7000 R per month