



Kimberly Chiwundo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job as a personal assistant as i am a self driven individual who is easy to communicate with as i have communication skills and i have gained experience as a personal assistant and sales consultant

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 2002-06-15 (22 years old)
Gender Female
Residential location Pretoria / Tshwane
Gauteng
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2021.02 iki 2021.08**
Company name Machete solutions
You were working at: Personal assistant
What you did at this job position? Manage appointments,communicating with customers in person and over the phone,managing an active calendar of appointments,booking flights and setting up meetings

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	very good
Sesotho	good	good	basic

Computer knowledge

Excel
Microsoft

Additional information

Driver licenses	None
Salary you wish	R8500 R per month