



Ntombikayise Noyise Mfeya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a receptionist with good telephone etiquette, who's extremely energetic, enthusiastic and self-motivated individual with first class interpersonal and communication skills at all levels and quickly develop rapport with all those I have contact with. I have good organizational abilities, respect, dedicated and trustworthy with over 4 years' service consultant experience in performing full banking services and client services, support and advise team members on action plans to be implemented in process improvements on sales and services.

Preferred occupation	Receptionist Administrative jobs
	Banking Finance jobs
	Marketing consultant Ads, marketing jobs
Preferred work location	Dullstroom Mpumalanga

Contacts and general information about me

Day of birth	1984-04-06 (40 years old)
Gender	Female
Residential location	Umtata / Mthatha Eastern Cape
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 2019.08 iki 2023.08
Company name	Billion Group
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Office Manager

Working period	nuo 2012.05 iki 2016.09
Company name	Capitec Bank
You were working at:	Sales consultant
Occupation	Service Consultant
What you did at this job position?	Service Consultant

Education

Educational period	nuo 2016.07 iki 2020.12
Degree	Diploma
Educational institution	King Sabata Dalindyebo Fet Tvet College
Educational qualification	National Diploma Business Management
I could work	Majored with Financial Accounting
Educational period	nuo 2013.12 iki 2015.07
Degree	Diploma
Educational institution	Oxbridge Academy
Educational qualification	Occupational Health and Safety
I could work	SHE Officer

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	good	very good

Computer knowledge

Microsoft Excel,
Power Point,
Microsoft Word,
Publisher file management,
ERP system(SSS,NBS,ESS SAGE)

Conferences, seminars

Banking Certificate. i attended firm foundation for Capitec bank

Recommendations

Contact person	Miss Lindiswa Bango
Occupation	Branch Manager
Company	Lewis Furnitures
Telephone number	0834947641
Email address	lindiswabango@gmail.com

Contact person	Mrs Nokuthula Vava
Occupation	Branch Manager
Company	Capitec Bank Limited
Telephone number	0670367981 / 065 983 4923
Email address	tulzvava@gmail.com

Contact person	Loyiso Sigenu 076 044 8045 / 047 531 1423 - Marketing Manager
Occupation	Marketing Manager
Company	Billion Group Pty Ltd
Telephone number	076 044 8045 / 047 531 1423
Email address	loyisobtngebs@gmail.com

Additional information

Your hobbies	Out going person who like travelling and get to meet and learn new cultures
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2011-12-00 (12 years)
Salary you wish	25000 R per month
How much do you earn now	12000 R per month