



# Akona Beauty Mbangi

Curriculum Vitae (CV)

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

Receptionist or Admin Clerk....I'm a person with a good positive attitude and who is able to be the Face of the Company. I am a well mannered person who is able to face any new Challenges.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Eastern Cape  Port Elizabeth Eastern Cape  Uitenhage Eastern Cape

## Contacts and general information about me

Day of birth	1993-10-20 (31 years old)
Gender	Female
Residential location	Uitenhage Eastern Cape
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

Working period	<b>nuo 2020.09 iki 2021.04</b>
Company name	Social development Outreach center
You were working at:	Receptionist
Occupation	Administrative assistant
What you did at this job position?	Answer and transferring call,Filling,Data capture
Working period	<b>nuo 2019.06 iki 2021.12</b>
Company name	TFG Makharm
You were working at:	Clothing patternmaker
Occupation	Customer service
What you did at this job position?	Welcoming customers

**Education**

Educational period                    **nuo 2019.01 iki 2021.11**  
 Degree                                      Diploma  
 Educational institution                East Cape midlands college  
 Educational qualification              Legal Secretary  
 I could work                              As an Administrator

Educational period                    **nuo 2016.01 iki 2018.11**  
 Degree                                      Certificate  
 Educational institution                East Cape midlands college  
 Educational qualification              Office Administration  
 I could work                              As an Receptionist

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	good	basic

**Computer knowledge**

Microsoft word, Excel, PowerPoint, outlook I know them from College and I have 6Months Experience in Office work.

**Conferences, seminars**

N/A

**Recommendations**

Contact person                        Mr Nick Meyers  
 Occupation                              Store Manager  
 Company                                 Makharm (TFG)  
 Telephone number                      (041)922 1347

Contact person                        Mrs Jennifer Landman  
 Occupation                              Reception Supervisor  
 Company                                 Outreach center  
 Telephone number                      (041)9781 1499

**Additional information**

Your hobbies                            I love listening to music.  
 Driver licenses                         None  
 Salary you wish                        Good offer R per month  
 How much do you earn now         N/A R per month

