



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> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|---|
| Working period | nuo 2020.09 iki 2021.04 |
| 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 | nuo 2019.06 iki 2021.12 |
| 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

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| 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

