



Morongwa Ngobeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Preparing, organising and storing information in paper and digital form

Dealing with queries on the phone and by email

Greeting visitors at reception

Managing diaries, scheduling meetings and booking rooms

Arranging travel and accommodation

Arranging post and deliveries

Taking minutes at meetings

Typing up letters and reports

Updating computer records using a database

Printing and photocopying

Ordering office supplies, Maintaining office systems

Liaising with suppliers and contractors

Liaising with staff in other departments, e.g. finance, HR Working in an office.

Preferred occupation

Administrators

Administrative jobs

Data capturers

Administrative jobs

Filing clerk
Administrative jobs

Receptionist
Administrative jobs

Preferred work location

Johannesburg
Gauteng

Mbombela / Nelspruit
Mpumalanga

Contacts and general information about me

Day of birth 2000-03-15 (24 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](#)

Additional information

Salary you wish 8000 R per month

How much do you earn now 00 R per month