



# 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	<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>

#### Additional information

Salary you wish	8000 R per month
How much do you earn now	00 R per month