



# Rummahnah Ebrahim

Curriculum Vitae (CV)

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

I'm a young dedicated, organized individual that can work fast with supervision. I focus on the Maintenance of the workplace, on improving my work experience and skills, communication with colleagues, respect and understanding of the workplace. I always take company values into consideration, I have basic experience, however I do have much to learn but I can assure you that I'm a fast learner that's keen and willing to learn and develop new skills. I am dedicated and always maintain a professional impression. I'm looking for an opportunity that will let me build a solid professional foundation. I always take pride in what I do, I am Reliable and often seek new responsibilities.

Preferred occupation	Receptionists Hotel jobs
Preferred work location	Johannesburg Gauteng

## Contacts and general information about me

Gender	Female
Residential location	Johannesburg 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>

## Work experience

Working period	<b>nuo 2022.07 iki 2023.08</b>
Company name	WLOA APARTMENTS
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Customer service, office support, Sales, Computer duties, Handling important documents.

## Education

Educational period                    **nuo 2010.01 iki 2022.03**  
Degree                                    Grade 12 / Matric  
Educational institution                MARLBORO GARDENS SECONDARY  
Educational qualification              Studying

**Languages**

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

**Computer knowledge**

Microsoft Office  
Excel  
Word  
Internetwork  
Typing  
Editing

**Additional information**

Your hobbies                            Interior Design | Decorator  
    Office support  
    Profesional etiquette  
    Writing skills  
    Tutoring  
    Editing

Driver licenses                            None

Salary you wish                           15000 R per month