



Ncebakazi Faith Dinwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administrative vacancies

Secretarial roles

Receptionists

General Workers

I am writing to show my strong interests in the roles listed above, I do believe my excellent customer services skills, management skills, time management skills and communicating skills align well with the roles.

My background in the field for the past 13 years have equipped me with a solid foundation that I am so eager to apply in a professional setting.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1982-01-28 (42 years old)
Gender	Female
Residential location	Cape Town Western 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 2019.09 iki 2022.07**
 Company name Bidvest Premier Lounge INT
 You were working at: Receptionists
 Occupation Front Desk Receptionist
 What you did at this job position? Welcoming guests and provides them with the information and services of the Lounge, Dealt with their complaints immediately, Maintaining the management of the Reception area, opening and closing of the Lounge was one of our strong duties, Receives cash and reckon each transaction daily, Responsible for the incoming and outgoing phone calls and mails, Incharge of controlling access of guests in the Lounge as per Airline preferences, Maintain general oversight and accuracy of the records filled, cleanliness of the Reception area was essential.

Working period **nuo 2011.03 iki 2018.10**
 Company name Itec
 You were working at: Maintenance technician
 Occupation Meter Reading Clerk
 What you did at this job position? Incharge of collecting meter readings from all of our customers, capture them accurately for the months billing, sends everyone their billed accounts according to how much their meter for the month, Provide secretarial duties to my Senior management, handle telephone queries and distribute mails accordingly, Typing reports of my Department and send my Seniors.

Education

Educational period **nuo 2008.02 iki 2011.11**
 Degree Diploma
 Educational institution Buffalo City Public FET College
 Educational qualification Management Assistant

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent

Computer knowledge

Ms Word (Word/Excell/Powerpoint/Outlook)

Recommendations

Contact person	Ms K Maseko
Occupation	Lounge Manager
Company	Bidvest Premier Lounge INT
Telephone number	0826049347
Email address	khensanim@bidair.co.za

Additional information

Your hobbies	Watching movies Watching news Browsing internet for more job opportunities
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-06-00 (2 years)
Salary you wish	12000 R per month
How much do you earn now	5000 R per month