



Nikiwe Buthelezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm currently looking for a receptionist job.

I believe that i can do better in that position because of my communication skills and friendliness towards people and i'm always looking forward in building a great relationship between my self and everyone around.

I have my matric and a diploma in office administration but i currently have no experience in administration but i am willing to take any chance i get to learn more different skills in this field of study.

It will be such a great honor to be given a chance.

Preferred occupation	Reception Hotel jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1999-08-25 (24 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2018.12 iki 2019.12
Company name	Cedar paints
What you did at this job position?	Helping in administrative tasks, cleaning and directing customers around the store.

Education

Degree	Diploma
Educational institution	Pinetown Institute of Technology
Educational qualification	Diploma in Office Administration, NQF level 06
I could work	I could work at reception or as a general worker

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good

Computer knowledge

Familiar with MS Word, Power Point and Excel

Additional information

Your hobbies	Baking, reading books and playing huge role in a community youth organisation.
Driver licenses	None
Salary you wish	4500 R per month
How much do you earn now	0.00 R per month