



# Mbali Ngubeni

Curriculum Vitae (CV)

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

I'm looking for an entry level position to kick-start career in business. I can manage the agendas, liaising with clients and staff members, creating and amending documents, organising training and events, arranging meetings and answering phones.

## Contacts and general information about me

Day of birth	1997-06-05 (27 years old)
Gender	Female
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 2021.09 iki 2023.02</b>
Company name	Matsikeng primary
You were working at:	Receptionists
Occupation	Unemployed
What you did at this job position?	I was volunteering as a receptionist answer phones, receiving clients, arranging meetings

## Education

Educational period	<b>nuo 2019.01 iki 2020.06</b>
Degree	Certificate
Educational institution	Elangeni college
Educational qualification	Management Assistant N5
I could work	Yes

## Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

## Computer knowledge

Word processing

Spreadsheet

Presentation

Email management

Data entry

Digital calendars

Video conferencing

Social media management

Instant messaging