



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2021.09 iki 2023.02
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	nuo 2019.01 iki 2020.06
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