



Nolwazi Mgwenya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am writing in regard to any job opening of office admin. As a candidate with extensive experience in administration, I am highly skilled in communication, administrative office procedures and customer service. My strengths include being industrious, a fast learner and commercially aware . My solid background in adaptability, attention to detail and collaboration has allowed me to manage teams with exceptional performance. I have experience working on time sensitive projects. I hold a Bachelor's Degree in Business Administration and can competently executive administrative procedures.

Preferred occupation

- Receptionist**
Administrative jobs
- Administrators**
Administrative jobs
- Data capturers**
Administrative jobs
- Sales administartor**
Sales jobs
- Sales representative**
Sales jobs
- Customer care agent**
Administrative jobs
- Secretaries**
Administrative jobs
- Dispatchers**
Administrative jobs

Preferred work location

- Pretoria / Tshwane**
Gauteng
- Centurion**
Gauteng

Contacts and general information about me

| | |
|----------------------|---------------------------|
| Day of birth | 1996-08-28 (28 years old) |
| Gender | Female |
| Residential location | Pretoria / Tshwane |

Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2021.02 iki 2024.01**
Company name Shell Rossouw Street Motors
You were working at: Administrators
Occupation Office Administrator
What you did at this job position? Wet stock management, Filing, Capturing, Sales reconciliation, Ordering and receiving orders, Staff roasters and wages, Taking meeting minutes, Inventory control

Education

Educational period **nuo 2017.02 iki 2023.11**
Degree Degree
Educational institution Eduvos
Educational qualification Bachelor of Business Administration

Educational period **nuo 2014.01 iki 2014.12**
Degree Grade 12 / Matric
Educational institution Elmar College
Educational qualification National Senior Certificate

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| Afrikaans | very good | very good | very good |
| Sepedi | fluent | very good | very good |

Computer knowledge

Microsoft Office - Access, Excel, PowerPoint, Word

Recommendations

Contact person Cordelia
Occupation Site Manager
Company Shell Rossouw Street Motors
Telephone number 078 377 0035

Additional information

| | |
|--------------------------|---|
| Your hobbies | My hobbies and interests include taking early morning walks, this keeps me active and helps my mental wellbeing and improves concentration. I also enjoy building puzzles I find it relaxing as this increases my cognitive flexibility. |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2020-01-00 (4 years) |
| Salary you wish | R8000 R per month |
| How much do you earn now | R5000 R per month |