



# Mbalenhle Pertunia Ximba

Curriculum Vitae (CV)

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

The job am looking for is a representable job. And it a job that can help me built my future and help me to grow with knowledge. A job that wont be a part time job it must be a permanent job.

Preferred occupation	<b>Receptionist</b> Administrative jobs
	<b>Generals</b> General jobs
	<b>Bookkeeper</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Durban City</b> KwaZulu-Natal
	<b>Drakensberg</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1993-12-31 (30 years old)
Gender	Female
Residential location	<b>Durban City</b> KwaZulu-Natal
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 2019.03 iki 2022.12</b>
Company name	LTN PROPERTIES
You were working at:	Receptionists
Occupation	Filling clerk and bookkeeper
What you did at this job position?	Sorting out the files making sure the files are filled in according and making sure all the documents are on place

Working period **nuo 2016.01 iki 2018.10**  
Company name Canvas and tents  
You were working at: Quality inspector  
Occupation Checking  
What you did at this job position? I was checking all the tent that are not damage and authorities it if they are in good order and separate the one that are damaged

**Education**

Educational period **nuo 2008.01 iki 2012.11**  
Degree Grade 12 / Matric  
Educational institution Sakhelwe high School

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
English	fluent	very good	very good
isiZulu	fluent	fluent	fluent

**Computer knowledge**

Yes i have computer knowledge and very good at it.

**Additional information**

Salary you wish 8000 R per month