



# Mbali Ogechuku Mdlalose

Curriculum Vitae (CV)

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

I am currently unemployed looking for an administrative or customer service job. I have matric and a 1 year certificate in Archives and Records management, currently in my last semester at the university of South Africa studying Bachelor of Arts in government administration and development. I have 2 years experience as an administrative assistant at a retail shop and 1 year call center experience in customer service. I have good communication skills which I believe have served me well as a customer service representative in my past job. I am strict on time management and professionalism. I am hard working and i meet deadlines on time.

Preferred occupation	Administrators Administrative jobs
	Call Centre agent Administrative jobs
	Cashiers Retail, store jobs
Preferred work location	Cape Town Western Cape

## Contacts and general information about me

Day of birth	1996-01-27 (28 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2022.09 iki 2024.01</b>
Company name	Cosmix beauty
You were working at:	Shop assistants
Occupation	Administrative assistant
What you did at this job position?	Handle all communication, Send and respond to emails. Organize and prepare files on the system

**Education**

Educational period	<b>nuo 2018.01 iki 2019.01</b>
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Archives and Records management

**Languages**

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

**Computer knowledge**

Microsoft word  
Office  
Excel  
Outlook  
Power point

**Additional information**

Your hobbies	Reading Cooking Gaming
Driver licenses	None
Salary you wish	8000 R per month
How much do you earn now	5000 R per month