



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

Work experience

Working period	nuo 2022.09 iki 2024.01
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	nuo 2018.01 iki 2019.01
Degree	Certificate
Educational institution	University of South Africa
Educational qualification	Archives and Records management

Languages

Language	Speaking level	Understanding level	Writing level
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