



# Ntshuxeko Valentia Maluleke

Curriculum Vitae (CV)

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

I am looking for a job where i interact and serve people , with an exposure to learn different skills and of course gain new knowledge and experience to enhance my skills.

My positive points include being reliable and being able to work with other people and always thriving to give the best customer service , I am consistent and a hardworking individual who's always willing to satisfy their customers needs.

The employer should hire me , because i am the right person for the job with relevant experience of 18 months where i got exposed to administrative duties which include filing and keeping data in storage , keeping and maintaining the incoming and outgoing register of the unit , setting up meetings , making phone calls and arranging appointments , update registers and statistics , handle routine enquiries , I have computer skills which are; MS Office

Word, Excel, Outlook, Powerpoint, Access

Google Drive

Docs, Drive, Forms, Gmail, Sheets

Spreadsheets

Excel, Google Drive, Open Office, pivot tables, vertical lookups, macros

Email

Outlook, Gmail, mail merge, filters, folders

Presentations

PowerPoint, Google Slides, Tableau, Keynote

Operating systems

MacOS, Microsoft Windows

Preferred occupation                      Receptionist  
Administrative jobs

Preferred work location                      Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth                                      1998-01-04 (26 years old)

Gender    Female

Residential location                              Johannesburg  
Gauteng

Telephone number

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

Email address

*Information is available only for registered users.*  
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**Additional information**

Salary you wish

R7000 R per month

How much do you earn now

N/A R per month