



Bongwiwe Rebecca Luvuno

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office work job but at this point any job that come out I can take it but I've Public Management certificates and I have experience when it comes to office work I've worked in different organisations doing office work like data capturer, receptionist, Admin clerk, I've got more than 4 years experience when it comes to office work but any job I can do it.Thank you.

Preferred occupation	Data capturers Administrative jobs
	Receptionist Administrative jobs
	Administrators Administrative jobs
Preferred work location	Pietermaritzburg KwaZulu-Natal

Contacts and general information about me

Gender	Female
Residential location	Pietermaritzburg KwaZulu-Natal
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 2022.05 iki 2023.05
Company name	Diversity Life Company
You were working at:	Receptionist
Occupation	Admin
What you did at this job position?	Capturing forms , calling client, looking for application forms, answering incoming calls and calling clients, monthly reports, debits checks etc

Working period **nuo 2018.08 iki 2019.10**
 Company name Lotto Primary School
 You were working at: Data capturers
 Occupation Administration Clerk
 What you did at this job position? Database capturing, printing reports cards, auditing, installation of patch, year planner, school improvement plan, printing, marking register, etc

Education

Educational period **nuo 2017.01 iki 2018.07**
 Degree Diploma
 Educational institution Umgungundlovu tvet college
 Educational qualification Public Management
 I could work At office

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	fluent	fluent
English	very good	very good	very good

Computer knowledge

Computer skills Outlook, Excel, Microsoft, etc

Conferences, seminars

Yes

Recommendations

Contact person Bonginkosi
 Occupation Manager
 Company Diversity Life Company
 Telephone number 0724721754
 Email address bonginkosi12@gmail.com

Additional information

Your hobbies Cooking and reading books
 Driver licenses None
 Salary you wish 9500 R per month
 How much do you earn now 9000 R per month