



# 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<br>Administrative jobs |
|                         | Receptionist<br>Administrative jobs   |
|                         | Administrators<br>Administrative jobs |
| Preferred work location | Pietermaritzburg<br>KwaZulu-Natal     |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Gender               | Female  |
| Residential location | Pietermaritzburg<br>KwaZulu-Natal   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Work experience

|                                    |   |
|------------------------------------|---|
| Working period                     | <b>nuo 2022.05 iki 2023.05</b>  |
| 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                     | <b>nuo 2018.08 iki 2019.10</b>  |
| 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        | <b>nuo 2017.01 iki 2018.07</b> |
| 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          |