



# Mbali Kuzwayo

Curriculum Vitae (CV)

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

Skills:

1. *\*Effective communicator\**: i articulate my thoughts and feelings clearly and empathetically.
2. *\*Problem-solver\**: i approach challenges with a logical and resourceful mindset.
3. *\*Creative thinker\**: i bring innovative ideas and perspectives to the table.
4. *\*Organized and efficient\**: i manage my time and tasks with precision and productivity.
5. *\*Tech-savvy\**: im comfortable navigating digital tools and technologies.

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Preferred occupation	Receptionist Administrative jobs
	Data capturers Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng
	Hartbeespoort North West

## Contacts and general information about me

Day of birth	1997-09-13 (26 years old)
Gender	Female
Residential location	West Rand Gauteng
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 **nuo 2023.12 iki 2024.07**

Company name Dr G Matikos practice

You were working at: Doctors

Occupation Receptionist

What you did at this job position? As a receptionist, you might love: 1. *\_Being the first point of contact\_*: You enjoy welcoming and connecting with clients, visitors, and colleagues. 2. *\_Organizing and multitasking\_*: You thrive on managing multiple tasks, schedules, and responsibilities. 3. *\_Problem-solving and troubleshooting\_*: You're great at resolving issues and finding solutions. 4. *\_Building relationships and networking\_*: You value the connections and relationships you build with colleagues, clients, and vendors. 5. *\_Creating a positive work environment\_*: You take pride in maintaining a warm, friendly, and efficient reception area. 6. *\_Constant learning and growth\_*: You stay up-to-date with new systems, technologies, and processes. 7. *\_Being a vital part of the team\_*: You feel valued and appreciated for your contributions to the organization's success. 8. *\_Variety and unpredictability\_*: You enjoy the diverse range of tasks and unexpected challenges that come with the role. 9. *\_Making a good first impression\_*: You take pride in representing the company professionally and warmly. 10. *\_Seeing the impact of your work\_*: You appreciate the tangible results of your efforts, like a smoothly run office or a happy client. Feel free to add or modify these points to reflect your personal experiences and joys as a receptionist!

Working period **nuo 2020.10 iki 2020.12**

Company name Sheraton Hotel

You were working at: Housekeeper

Occupation House keeping and food court

What you did at this job position? Dealing with guests

Working period **nuo 2021.11 iki 2021.12**

Company name Rage store

You were working at: Shop assistants

Occupation P24

What you did at this job position? Helping customers

**Education**

Educational period **nuo 2017.01 iki 2021.12**

Degree Diploma

Educational institution Demlin college

Educational qualification Travel and Tourism

I could work In the tourism

**Languages**

Language	Speaking level	Understanding level	Writing level
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English	very good	fluent	very good
Afrikaans	basic	basic	basic
Sesotho	very good	very good	basic
Setswana	very good	very good	do not know

#### **Additional information**

Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2022-02-00 (2 years)
Salary you wish	+R10000 R per month
How much do you earn now	R5000 R per month