



# Angel Sibongiseni Ndimande

Curriculum Vitae (CV)

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

- \*Answer phone calls
- \*Manage mail and faxes
- \*Printing and copying
- \*Records keeping
- \*Customer service/ inquiries
- \*Clerical task
- \*Manage calendar

### Knowledge and Skills

- \*Good written and verbal
- \*Multitask and manage time effectively
- \* Computer knowledge and customer service

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1977-04-26 (47 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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>