



Naledi Chabalala

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Personal Qualities:

1. Positive attitude and energetic demeanor
2. Strong integrity and professionalism
3. Ability to work under pressure and meet deadlines
4. Open to feedback and continuous growth
5. Team player with excellent collaboration skills

Career Goals:

Seeking an administrative role where I can:

1. Leverage my receptionist experience
2. Develop and refine administrative skills
3. Enhance communication and productivity
4. Grow professionally and expand skill set

Preferred occupation	Administrators Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	2003-06-21 (21 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
Receptionist Professional 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
Summary	Hardworking, organized, and detail-oriented receptionist with 1 year of experience providing exceptional customer service, administrative support, and ensuring seamless office operations.

Work experience

Working period	nuo 2020.01 iki 2021.12
Company name	Mikatan Trading
Key Strengths	<ol style="list-style-type: none"> 1. Excellent communication and interpersonal skills 2. Proficient in MS Office (Word, Excel, PowerPoint, Outlook) 3. Strong organizational and time management skills 4. Accurate data entry and record-keeping 5. Proactive problem-solver with attention to detail
Occupation	Volunteer Receptionist
What you did at this job position	Provided exceptional hospitality during client visits, enhancing customer experience and fostering loyalty.

Additional information

Salary you wish	R12000 R per month
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Receptionist Experience:

1. Greeted clients, answered calls, and responded to emails
2. Managed scheduling, calendar organization, and appointments
3. Maintained accurate records, files, and databases

How much do you earn now

Unemployed R per month