



# Nomvula Mzoyang

Curriculum Vitae (CV)

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

I am looking for a Reception/Switchboard operator, admin positions. I have developed the attitude to quickly adapt to the work methods and routines of my employers. My past experiences working in administration and handling office affairs, along with various other professional settings has prepared me to tackle a wide range of obstacles and complications that may occur. My strong work ethic leads to me getting tasks done swiftly and efficiently, and my ability to time manage and multitask ensures that I am capable of keeping up with various workloads. Patience and dedication are immeasurable qualities which I have also attained while working in high-paced settings and am certain will only prove to be beneficial characteristics to whatever work environment I am in.

Preferred occupation	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>East Rand</b> Gauteng
	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1988-08-23 (36 years old)
Gender	Female
Residential location	<b>Johannesburg</b> 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 2016.01 iki dabar**  
 Company name Maurice Kerrigan Africa  
 You were working at: Telemarketers  
 Occupation Switchboard Operator  
 What you did at this job position? • Managing the function comprising of reception management, providing efficient telephone skills. • Accurately taking messages, ensuring that such is delivered promptly and efficiently to the relevant party. • Greeting clients, providing information • Sourcing telephone numbers and making outgoing calls as requested. • Provide general administrative assistance • Filling vendor and tender forms

Working period **nuo 2014.09 iki 2015.09**  
 Company name Mmabedi country lodge  
 You were working at: Administrators  
 Occupation Office Administrator  
 What you did at this job position? • Preparing letters, presentations/reports • Supervise and coordinate activities of staff • Administer salaries and work out leave entitlements • Review and answer correspondence • Provide secretarial or executive services • Administration Duties • Maintaining diaries • Arranging appointments • Typing • Liaising with relevant organisation • Organising meetings

**Education**

Educational period **nuo 2005.01 iki 2005.12**  
 Degree Grade 12 / Matric  
 Educational institution Bakolobeng High School  
 Educational qualification Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Setswana	fluent	fluent	fluent
isiXhosa	good	very good	very good

**Computer knowledge**

MS word  
 Excel  
 Powerpoint  
 Access  
 Outlook

**Additional information**

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Driver license from	2014-05-00 (10 years)
Salary you wish	8000 R per month
How much do you earn now	6500 R per month