

# Sisamkele Phungula

Curriculum Vitae (CV)

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

I am a young results driven personal assistant to a sales manager at old mutual who seeks opportunity to create innovative development and strategy that will build and create a good companies image and identity, also seeking an opportunity to create a positive environment that encourages and promote excellent customer services.

I believe I have a lot of potential and have a vibrant energy. I want to grow in a well established organisation. I am a self driven young lady who is a hard worker, skilled with fast learning skills and communication. I am a very punctual being, working very well with a group of people as well individually at any given task or challenge.

#### MY KEY SKILS

- -Descretion and trustworthy
- -Flexibility and adaptability
- -Good oral and written communication skills
- -Organisational skills and ability to multi task
- -The ability to be proactive and take the initiative
- -Tact and diplomacy

## MY JO DESCRIBUTION

- -Acting as a first point of contact, dealing with correspondence and phone calls
- -Managing diaries and organising meetings
- -Reminding the manager of important task and deadlines
- -Typing, compiling and preparing reports
- -Liaising with the staff and clients

Preferred occupation Personal assistant

Administrative jobs

Preferred work location Durban City

KwaZulu-Natal

Midlands

KwaZulu-Natal

## Contacts and general information about me

Gender Female

Residential location Durban City

KwaZulu-Natal

Telephone number Information is available only for registered users.

Sign in

Email address Information is available only for registered users.

Sign in

## **Work experience**

Working period **nuo 2018.02 iki dabar** 

Company name Old Mutual PFA

You were working at: Personal assistant

Occupation PERSONAL ASSISTANCE/RECEPTIONIST

#### **Education**

Educational period **nuo 2011.02 iki 2014.12** 

Degree Diploma

Educational institution DURBAN COMPUTER COLLEGE

Educational qualification PUBLIC RELATION

I could work PUBLIC RELATIONS OFFICER

## Languages

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

## Recommendations

Contact person MR M GONO

Occupation SALES MANAGER
Company OLD MUTUAL PFA

Telephone number 0397978200/0824447754
Email address mgono@oldmutual.com

Contact person MRS Z NDATYANA
Occupation SENIOR ADVISER

Company OLD MUTUAL PFA

Telephone number 0835084359

Email address Zndatyana@oldmutualpfa.com

## **Additional information**

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

Driver license from 2016-09-00 (8 years)
Salary you wish R5000 + R per month

How much do you earn now R5000 R per month