



# Nontobeko Phyllis Mahlalela

Curriculum Vitae (CV)

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

I am a goal driven person, I am good in socializing and always willing to work as a team. I excel at what I do, I am a fast learner and able to work under pressure.

Preferred occupation	Banking Finance jobs
Preferred work location	Ermelo Mpumalanga

## Contacts and general information about me

Day of birth	1990-03-29 (34 years old)
Gender	Female
Residential location	Ermelo Mpumalanga
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	<b>nuo 2009.01 iki 2010.05</b>
Company name	Godfrey Mnisi Optometrist
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	Customer Service, Handling Calls, Setting Appointments
Working period	<b>nuo 2012.05 iki 2014.03</b>
Company name	P.G Bison LNT
You were working at:	Receptionists
Occupation	Filling Clerk
What you did at this job position?	Filling Documents, Handling Calls, Recording Minutes, Customer Service

Working period **nuo 2014.05 iki 2014.10**  
 Company name Clicks Group  
 You were working at: Cashiers  
 Occupation Assistant Cashier  
 What you did at this job position? Ringing items for customers

### Education

Educational period **nuo 2007.01 iki 2007.12**  
 Degree Grade 12 / Matric  
 Educational institution Ekulindeni Secondary School  
 Educational qualification Certificate

Educational period **nuo 2011.01 iki 2011.11**  
 Degree Certificate  
 Educational institution Brooklyn City College  
 Educational qualification Call Centre  
 I could work In Office Departments

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	very good	very good
SiSwati	fluent	fluent	very good
Afrikaans	good	good	good
isiZulu	very good	fluent	very good

### Computer knowledge

Ms Word, Excel, Power Point, Microsoft Office

### Recommendations

Contact person Jerry Ngomane  
 Occupation Manager  
 Company PG Bison LNT  
 Telephone number 011 897 5382

### Additional information

Your hobbies Reading newspapers to know more about our country and Socializing.  
 Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
 Driver license from 2015-08-00 (9 years)  
 Salary you wish 8000.00 R per month

How much do you earn now

00 R per month