



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2009.01 iki 2010.05
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	nuo 2012.05 iki 2014.03
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