Beauty Philile Mkhize

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I've been working as a switchboard operator for almost ten years Areas of expertuse include communucation skills; verbal and written interpersonal skills; customer services; office administration; planning skills and organizing skills.Meticulous and attentive to detail.Ability to multi-task and woek in a fast paced enviroment.im a fast learner;flexible person innovative result oriented and proffessional in conduct.im proficiency in Microsoft office suite.

Preferred occupation	switchboard operatorReceptionist Other jobs

Contacts and general information about me

Day of birth	1971-10-31 (52 years old)
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 2004.03 iki 2014.11**
Company name	Addington hospital
You were working at:	Other jobs
Occupation	switchboard operator
What you did at this job position?	i was responsible for answering all incoming calls and outgoing calls; managing different kinds of data records and acting as a Switchboard Operator Supervisor/exchange assistant

Education

Educational period	**nuo 1998.01 iki 1999.12**
Degree	Certificate
Educational institution	swinton technical college
Educational qualification	secretarial studies
I could work	in a admin section

Languages

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

Computer knowledge

Microsoft office; spread sheet; excel.

Conferences, seminars

Computer studies at addington (2012).

Recommendations

Contact person	Zola tshazi
Occupation	Human Resource Officer
Company	Addington hospital
Telephone number	031 3272417
Email address	zola.tshazi@kznhealth.gov.za

Additional information

Your hobbies	Reading; netball and jogging.
Driver licenses	None
Salary you wish	7500 R per month
How much do you earn now	n/a R per month