



Charmaine Msemburi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a thirty-three year old lady who's a highly capable and experienced administrative professional. In addition to my administrative skills, I offer significant abilities and experience in organizing, prioritizing, confidentiality of documents, and detailed preparation of reports and projects. My ability to get along well with others, to make necessary adjustments to meet deadlines, and effectively coordinate in fast-paced environments have all contributed to my growth in this field and my employers placing a significant degree of trust in me.

I am currently in my second year at university. I possess a Topflight Receptionist Certificate, a high level of computer literacy as well as significant filing, clerical and record keeping exposure. I have thirteen years progressive experience in personal and interpersonal communication skills and impeccable telephone manners having worked as a switchboard operator for most of my career greatly enhanced my ability to converse efficiently, as well as my writing and analytical skills. I believe my background and skills closely match your job requirements and I am confident I can make a positive contribution to your organization.

| | |
|-------------------------|---|
| Preferred occupation | Secretaries Administrative jobs |
| | Jobs abroad Jobs abroad |
| | Generals General jobs |
| Preferred work location | Pretoria / Tshwane Gauteng |
| | Port Elizabeth Eastern Cape |
| | East Rand Gauteng |
| | Alexander Bay Northern Cape |

Contacts and general information about me

Day of birth 1983-08-25 (41 years old)

Gender Female

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 2016.10 iki 2016.10**

Company name NEC AGRICULTURE

You were working at: Part time jobs

Occupation Receptionist/Data Capturer

What you did at this job position? •Manning the switchboard and reception area •General front office administration•Maintaining client information files and registers • Monitoring customer accounts for non-payment and delayed subscription payments. • Accurately processing customer invoices and credit note • Proficient use of computerized accounting systems for posting and updating subscriptions • Reconciliation and printing of client statement of accounts

Working period **nuo 2014.11 iki 2014.12**

Company name NEC AGRICULTURE

You were working at: Part time jobs

Occupation Temporary receptionist

What you did at this job position? •Manning the switchboard and reception area •General front office administration•Overseeing debtor follow up and debt recovery • Maintaining client information files and registers

Working period **nuo 2012 iki 2013.04**

Company name Speciss Print 'N Mail

You were working at: Other jobs

Occupation Receptionist/Secretary/Sales Executive

What you did at this job position? Responsible for a printing portfolio of 30 corporate clients including private schools, NGOs and parastatals• Responsible for all secretarial and administrative duties. • Manning the switchboard and reception area. • Maintaining MD's diary. • General front office administration including but not limited to managing cash. Banking, bank transfers, handling sales enquiries, handling counter sales. • Overseeing debtor follow up and debt recovery. • Maintaining client information files and registers. • Preparing tender documents for tender applications. • Event and meeting coordination for the company. • Preparing print job sales quotations, invoices and receipts for clients. • Liaising with the production and DTP departments on print job completion and dispatch of print orders. • Handling coordination of out-sourced specialized print jobs. • Purchasing and management of general office consumables and printing consumables.

Education

| | |
|---------------------------|------------------------------------|
| Degree | Certificate |
| Educational institution | Speciss College |
| Educational qualification | Topflight Receptionist Certificate |

Languages

| Language | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| English | fluent | fluent | very good |
| isiNdebele | fluent | very good | good |

Additional information

| | |
|--------------------------|--|
| Your hobbies | Reading writing singing cooking sewing |
| Driver licenses | EB Articulated Light Vehicle \leq 3,500kg |
| Driver license from | 2015-01-00 (9 years) |
| Salary you wish | 25000 R per month |
| How much do you earn now | 15000 R per month |