



Musawenkosi Hadebe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an efficient, organized and approachable individual who is always willing to assist colleagues and customers. Possessing fast and effective administrative skills, and have a strong administrative background with knowledge of the latest office management techniques and experience of using Micrisoft Office software packages. I have a comprehensive understanding of attending meetings, prepaeing agendas, customer service and maintaining departmental electronic and manual filing systems. I am presently searching for a suitable administration role with an exciting and progressive company.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Gender	Male
Residential location	Durban City KwaZulu-Natal
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 2015.04 iki 2017.03
Company name	Department of health
You were working at:	Administrators
Occupation	Office management intern
What you did at this job position?	Prepare and manage correspondence, reports and documents. Late registration of birth. Set up and maintain filing system. Liaison with internal contacts. Operates office equipment. Maintain schedule and calendars. Ensure medical records are kept and an efficient filing is place and up to date. Coordinate the flow of infomation internally. Provide personal administrative support to management and the institution through conducting and organizing administrative duties and activities including receiving and handling information.

Education

Educational period	nuo 2002.01 iki 2006.12
Degree	Grade 12 / Matric
Educational institution	Durban University of Technology
Educational qualification	National Diploma: Office Management and Technology

Languages

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

Additional information

Salary you wish	R7000 R per month
How much do you earn now	R4990 R per month