



Mbalenhle Jacqueline Biyela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job as receptionist, PA OR sales rep. I have strong working ethics, I am a team player when need to be one but can also work on my own. I am a hard work and a very good communicator. Love working with people and have problem working skills.

| | |
|-------------------------|------------------------------------|
| Preferred occupation | Secretaries Administrative jobs |
| | Agents Sales jobs |
| | Telemarketers Sales jobs |
| Preferred work location | Johannesburg Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1989-06-07 (35 years old) |
| Gender | Female |
| 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 2008.03 iki 2014.06 |
| Company name | Firstline Promotions and Makulu Events |
| You were working at: | Part time jobs |
| Occupation | Promoter |
| What you did at this job position? | Promote different brands at outlets, Data Capturing, Bar tending, training promoters, Packing promo hampers and distributing them to outlets. |

Working period **nuo 2009.01 iki 2009.12**
 Company name Clomer SA
 You were working at: Agents
 Occupation Promoter
 What you did at this job position? Promote hair care products, pack the shelves and make sure it is always clean and neat.

Working period **nuo 2011.02 iki 2013.06**
 Company name Gold circle
 You were working at: Cashiers
 Occupation Senior operator
 What you did at this job position? Approaching punters and taking bets for them, teaching new punters the different kind of bets , cashing up winnings for punters winnings, banking,etc

Working period **nuo 2014.07 iki dabar**
 Company name Bevern Marketing
 You were working at: Marketing managers
 Occupation Promoter
 What you did at this job position? Run promotions.

Working period **nuo 2013.06 iki dabar**
 Company name Black Coffee Design
 You were working at: Receptionists
 Occupation Receptionist / Office admin
 What you did at this job position? Operate switchboard and screen calls, Welcome people and make sure they are at the right place and here for the right reasons, faxing, filling, emailing, issuing cash receipts, quoting dry hire clients, Reconciling petrol accounts, organizing couriers, Booking Travel and accommodation, sorting mail, controlling stock and placing orders, Controlling company dairy, etc

Education

Educational period **nuo 2006.01 iki 2015.06**
 Degree Grade 12 / Matric
 Educational institution Strelitzia Secondary School
 Educational qualification English, Afrikaans,Accounting, Business Economics, Biology, Religion studies

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | fluent | fluent | fluent |
| isiZulu | fluent | fluent | fluent |

| | | | |
|-----------|------|-----------|-------|
| Afrikaans | good | very good | good |
| SiSwati | good | good | basic |
| isiXhosa | good | good | basic |

Computer knowledge

Word, Excel, windows, power point

Conferences, seminars

Computer course , Receptionist training and Committee skills training

Recommendations

| | |
|------------------|---------------------------------|
| Contact person | Lynne Burn |
| Occupation | Director |
| Company | Bevern Marketing |
| Telephone number | 0835221823 |
| Contact person | Seluleko Mbatha |
| Occupation | Director |
| Company | Bevern Marketing |
| Telephone number | 0849522905 |
| Contact person | Clarence Sibiya |
| Occupation | Corporate Affairs Manager |
| Company | ABInBev |
| Telephone number | 0829217498 |
| Email address | Clarence.Sibiya@za.ab-inbev.com |

Additional information

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|--------------------------|---|
| Your hobbies | Reading Traveling Socializing Exercising Listening to music |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2011-07-00 (13 years) |
| Salary you wish | 9000 R per month |
| How much do you earn now | 7000 R per month |