



Murendeni Portia Rabonda

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am a good consultant
A good in sales representative
Receptionists
Administration

Preferred occupation Jobs for students
 Student jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth 1996-04-15 (28 years old)

Gender Female

Residential location Johannesburg
 Gauteng

Telephone number *Information is available only for registered users.*
 [Sign in](#)

Email address *Information is available only for registered users.*
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Work experience

Working period **nuo 2016.04 iki 2016.10**

Company name Hillbrow clinic

You were working at: Receptionists

Occupation Receptionist

What you did at this job position? I answer emergency calls and record all important information capture information and keeping records

Working period **nuo 2016.11 iki 2017.03**

Company name Department of health

You were working at: Administrators

Occupation Personal assistant

What you did at this job position? Take calls on behalf of my boss ,taking minutes in meetings record important informations ,assisted my boss where needed

Education

Educational period	nuo 2010.01 iki 2015.11
Degree	Grade 12 / Matric
Educational institution	Mphaphuli secondary school
Educational qualification	Matric
I could work	I could work as receptionist ,sales consultant,administration ,personal assistant ,ETC

Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	fluent	fluent	fluent
English	fluent	fluent	fluent
Sepedi	fluent	fluent	good
Sesotho	fluent	fluent	good
isiZulu	good	good	basic

Computer knowledge

Am good in computer

I can work using computer as I have done a lot of computing in my previous working place as a receptionist and personal assistant wich includes a lot of administration work

Conferences, seminars

Good

Recommendations

Contact person	Winnie morepe
Occupation	Health NGO
Company	Department of health
Telephone number	0794929974

Additional information

Your hobbies	Reading,writing,cooking,traveling
Driver licenses	None
Salary you wish	6000 R per month