



Naome Mhonyera

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am Looking For An Secretarial Post My positive points are that i am efficient very attentive i am a fast learner i am team player i am also very organised and can work without supervision i can manage my time and i am very assertive.

Preferred occupation	Secretaries Administrative jobs
Preferred work location	Pretoria / Tshwane Gauteng

Contacts and general information about me

Day of birth	1978-05-23 (46 years old)
Gender	Female
Residential location	Pretoria / Tshwane Gauteng
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 2015.07 iki 2018.04
Company name	Badminton Group of Companies Africa
You were working at:	Receptionists
Occupation	Receptionist
What you did at this job position?	I am this first contact person at the company i receive visitors and clients i answer telephone calls i do clerical work

Education

Degree	Diploma
Educational institution	B.I.C Academy for Secretaries
Educational qualification	Form Four

Languages

Language	Speaking level	Understanding level	Writing level
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English

fluent

very good

very good

Computer knowledge

Internet

Pastel

Microsoft Word

Microsoft Excell

Conferences, seminars

Assertiveness Skills

Time Management

Train the Trainer

Secretarial Development

Recommendations

Contact person	Chipo Zumburani
Occupation	Administration Manager
Company	Badminton Group of Companies Africa
Telephone number	0604294659
Email address	zumburani@gmail.com

Additional information

Your hobbies	I like watching Movies and Listening to Gospel Music
Driver licenses	None
Salary you wish	7 000 R per month
How much do you earn now	5000 R per month