



Bongwiwe Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for an admin Job, since I have an experience as an Receptionist/PA. I've gained knowledge of administrative & clerical procedures, knowledge of business principles, required typing speed & proven experience in information & communication management. I'm a hard worker I can work under pressure and I'm also a team worker

Preferred occupation	Filing clerk Administrative jobs
	Agents Sales jobs
	Secretaries Administrative jobs
	Data capturers Administrative jobs
	Personal assistant Administrative jobs
	Call Centre agent Administrative jobs
Preferred work location	West Rand Gauteng

Contacts and general information about me

Day of birth	1992-12-27 (31 years old)
Gender	Female
Residential location	Johannesburg 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 2015.10 iki 2018.01**
 Company name Mobile Dynamics
 You were working at: Receptionists
 Occupation Administration
 What you did at this job position? Arrange meetings, travel reservations for the office personnel. Handle callers and their inquiries. Handle Mails. Answer telephone calls & give information to the callers, take messages or transfer to appropriate individuals. Electronic filling.

Education

Educational period **nuo 2011.01 iki 2011.03**
 Degree Certificate
 Educational institution Micro Tech Computer Learning Campus
 Educational qualification Computer Literacy
 I could work Yes

Educational period **nuo 2011.02 iki 2011.12**
 Degree Diploma
 Educational institution Micro Tech Computer Learning Campus
 Educational qualification Call Centre Diploma
 I could work Yes

Educational period **nuo 2014.01 iki 2015.04**
 Degree Certificate
 Educational institution Western College
 Educational qualification N4 Public Relations
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good
isiZulu	very good	very good	very good
isiXhosa	basic	basic	good
Sesotho	basic	basic	do not know

Computer knowledge

Intro- Computer, Ms Word , Ms Excel, Power Point.

Recommendations

Contact person	Yini Mahlangu
Occupation	Manager
Company	Yini Motors
Telephone number	0837497435
Email address	tumimahlangu@southerntoyota.com

Additional information

Your hobbies	Sports, Cooking & reading books
Driver licenses	None
Salary you wish	5000 R per month
How much do you earn now	00.00 R per month