



Linda Mamba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a self motivated person with an aim to become a lead one day. I hold a Higher Certificate in Commerce in HR Management, Financial Independence certificate and a Administrative assistant certificate. I enjoy team work and carry responsibility well but i am also comfortable working on my own. I worked as an Admin assistant in 2016 it was a part time job, in 2017 I worked as a Sales and Service consultant for 2 years and in 2019 I worked as a Receptionist for 7 Months. I'm willing to use my academic skills, knowledge and my work experience. I want to work to the benefit of the company and my colleagues.

Contacts and general information about me

Day of birth	1995-03-31 (29 years old)
Gender	Female
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 2015.02 iki 2016.06
Company name	Noble Tutors
You were working at:	Administrators
Occupation	Admin Assistant
What you did at this job position?	Register student online for their tutorial classes, prepare time tables for students and tutors, filling of documents, handling payments, welcoming and escorting visitors
Working period	iki 2019.03
Company name	Cherokee Financial services
You were working at:	Sales consultant
Occupation	Sales and Service consultant
What you did at this job position?	Advising clients to choose our product, submitting application forms, attending workshops, products knowledge, sales

Working period **nuo 2019.03 iki 2019.09**
 Company name Grayson Reed Consulting
 You were working at: Receptionist
 Occupation Receptionist
 What you did at this job position? Welcoming and escorting visitors, taking calls in a timely manner, data capture, responding to emails, deal with bookings

Education

Educational period **nuo 2015.01 iki 2016.12**
 Degree Certificate
 Educational institution Boston City Campus and Business College
 Educational qualification Administrative assistant
 I could work As a Admin assistant

Educational period **nuo 2016.01 iki 2016.12**
 Degree Certificate
 Educational institution Boston City Campus and Business College
 Educational qualification Financial Independence
 I could work Entrepreneur

Educational period **nuo 2016.01 iki 2017.05**
 Degree Certificate
 Educational institution Boston City Campus and Business College
 Educational qualification Higher Certificate in Commerce in HR Management
 I could work HR Manager, Administrator, HR Assistant

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	very good
English	fluent	fluent	fluent
isiXhosa	very good	very good	basic
SiSwati	fluent	fluent	fluent
Sesotho	good	good	basic
Xitsonga	good	very good	basic
Setswana	good	very good	basic
isiNdebele	good	good	good

Computer knowledge

Microsoft Word, Microsoft Excel, Windows 8, keyboarding

Recommendations

Contact person Marelize Herbst
Occupation Training Advisor
Company Boston City Campus and Business College
Telephone number 0125467797/8
Email address marelizeh@boston.co.za

Contact person Nonsikelelo Lungani
Occupation Administrator
Company Noble Tutors
Telephone number 0717654605
Email address nonsikelelo@nobletutors.co.za

Contact person Salome kgobisa
Occupation Manager
Company Cherokee Financial services
Telephone number 0836362991
Email address salomet@cherokeefs.co.za

Contact person Dawn Nkabane
Occupation Office Manager
Company Grayson Reed Consulting
Telephone number 0735731957
Email address dawn@graysonreed.co.za

Additional information

Your hobbies I love reading, jogging, going to the movies, and going to church every Sunday
Driver licenses None
Salary you wish 8000 R per month
How much do you earn now 7000 R per month