



Belinda Mupfumira

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a determined lady with a demonstrated history of working as a General assistant Administrator and General Assistant Manager. I am skilled and possess exceptional technical skills and communication skills. I am a good communicator and leader at all levels, who is well equipped to meet challenges and seeing them through. I have great Customer service and Research skills.

I hold a National Diploma in Office Management and Technology, Diploma in International Business Communication and a Diploma in Front Office Administration. I have worked for organizations that have given me a transferable skill set in my field of expertise. I am a strong team player, highly organized and motivated by the desire to achieve set goals. I wish to enhance what I have accomplished by working in your organization. I have attached herewith my curriculum vitae for your consideration.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1982-08-31 (41 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 2012.07 iki 2018.12
Company name	Methodist Church Building
You were working at:	Building manager
Occupation	Assista Manager
What you did at this job position?	Administration of property

Education

Educational period **nuo 2010.08 iki 2015.12**
 Degree Diploma
 Educational institution UNISA
 Educational qualification Office Management and Technology

Educational period **nuo 2001.01 iki 2002.12**
 Degree Diploma
 Educational institution FOUNDATION COLLEGE
 Educational qualification Front Office Administrations
 I could work Yes

Educational period **nuo 2001.01 iki 2002.12**
 Degree Diploma
 Educational institution Foundation College
 Educational qualification International Business Communications

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

Microsoft Office
 Excell
 Word
 Power Point
 Outlook

Recommendations

Contact person Joh Schorn
 Occupation Manager
 Company Methodist Church Building
 Telephone number 0834577950

Additional information

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg
 Driver license from 2016-08-00 (7 years)
 Salary you wish 10000 R per month
 How much do you earn now 10000 R per month