



# Aphrodite Nonhlanhla Mkhonde

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

Currently working as Receptionist at Ayabusa

My duties as follows:

### Receive Visitors

- greet visitors appropriately
- determine visitor needs in a professional manner
- maintain visitor register
- offer refreshments to visitors where appropriate
- direct visitors to correct person
- ensure back up when absent from reception desk

### Answer Phone Calls

- answer and address incoming phone calls in a timely and polite manner
- clearly determine the purpose of the call
- deal with queries and provide correct information
- forward calls to appropriate person
- take and deliver messages accurately and completely

### Manage Mail

- sort and distribute incoming mail
- prepare outgoing mail for pick-up or courier
- organize courier deliveries

### Monitor Security

- monitor people coming and going through the reception doors
- issue visitor passes where required
- be aware of and report suspicious activity

Preferred occupation

Receptionist

Administrative jobs

Preferred work location      Gauteng

### Contacts and general information about me

Day of birth      1967-06-29 (57 years old)

Gender      Female

Residential location      West Rand  
Gauteng

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

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

### Additional information

Salary you wish      15000 R per month

How much do you earn now      13500 R per month