



Wendy Shelembe

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am an experienced office administrator who has managed most of ups and downs of this position and training to groom myself within this position

My real strength is my ability to truly understand what a company needs so I can offload some of your duties they will become my priority by scheduling your meetings, answering and inviting new clients for the company sorting and filling documents easing your plans for the day

So is that the kind you are looking for?

I am looking for a company who would uplift my skills and make a strong team I will enjoy to grow within

Preferred occupation Administrative jobs

Contacts and general information about me

Day of birth 1988-05-27 (36 years old)

Gender Female

Residential location Durban City
KwaZulu-Natal

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

Email address *Information is available only for registered users.*
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Additional information

Salary you wish 8500 R per month

How much do you earn now 6500 R per month