



# Nwabisa Mbinda

Curriculum Vitae (CV)

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

I am a reliable person

Honest

I can multitask

I work well under pressure

Effective telephone skills

I am a problem solver

I communicate effectively with clients

Preferred occupation                      Switchboard operator  
Administrative jobs

Preferred work location                      Western Cape

## Contacts and general information about me

Day of birth                                      1992-05-02 (32 years old)

Gender    Female

Residential location                              Cape Town  
Western Cape

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

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

## Work experience

Working period                                      **nuo 2013.04 iki 2014.09**

Company name                                      Ksd fet college

You were working at:                              Front Desk Agent

Occupation    Receptionist

What you did at this job position?      Answering of incoming and outgoing calls, filling, taking minutes

## Education

Educational period	<b>nuo 2011.01 iki 2014.12</b>
Degree	Diploma
Educational institution	Ksd fet college
Educational qualification	Diploma in Public relations
I could work	Work well under pressurer

### Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	good	good

### Computer knowledge

Microsoft word  
Excell

### Recommendations

Contact person	David mazongolo
Occupation	Manager
Company	Game store
Telephone number	0833500365
Email address	Davidmazongolo@game.org.za

### Additional information

Driver licenses	None
Salary you wish	3500 and above R per month
How much do you earn now	R4300 R per month