



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.*
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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	nuo 2011.01 iki 2014.12
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