57 Long Homes

Barberton, 1300

082 942 9033

valenciamavuso@yahoo.com

Valencia nomfundo mavuso’s resume

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| Objective |  | Valencia is knowledgeable and skilled in computers with a good interest in technology. She is keen to follow a carreer in the secretarial and Executive Assistance fields within the IT industry. |
| Skills & Abilities |  | Microsoft Word, Excel and PowerPoint, printing and typing skills. My ability to operate a variety of office equipment such as fax machines, scanners, telephone, laminators, copiers and computers. Team player, creative skills, and communication skills. |
| Experience |  | Receptionist/Signage clerk, Massbuild (builders warehouse)From August 2012 to January 2018My responsibilities were making copies, printing, faxing, and bookings for boardroom meetings, laminating, and bookbinding, receiving guests and receiving incoming and outgoing mail, receiving incoming and outgoing phone calls and redirect them to their correct departments, emails, word, excel able.cashier and customer services, mopani pharmacy From February 2010 to July 2012My responsibilities entailed stocktaking and merchandising, attain to all the products and the service we offer, counting the money making sure it’s correct and accurate, helping customers with their goods, printing of Mopani cards and vouchers.volunteer, umjindi resource centre From July 2009 to January 2010My responsibilities entailed helping customers in the digital village, bookings for computers, helping people with their word, excel documents, helping with e-mail address and accessing the internet and help with photocopying, faxing, printing and typing of documents. |
| Education |  | barberton hoer skool, barbertonCompleted 2006`- Matric Grade 12 rosebank college, braamfonteinCompleted 2018 – High Certificate in Office Administration tshwane university of technology, nelspruit Completed 2007 – Business Practice Certificate |
| achievements |  | IIE Office Administration Certificate, Tshwane University of Technology Certificate, Bayteck Training Academy First Aid Certificate, Participation in Environmental Forum, Executive Secretary Live Certificate of attendance. |
| References |  | mitcheline COUNSELLOR, ROSEBANK COLLEGE IIE011 843 7229 or 072 808 9753cathy harrismentor, isipho admin organisation084 570 7626 teri mentor, isipho admin organisation082 491 0311 |