



Nomali Nxumalo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am willing to learn any other job skills if training provided.I personally am skilled at driving,office administration and sales.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Car drivers Driver jobs |
| | Administrators Administrative jobs |
| Preferred work location | Durban City KwaZulu-Natal |
| | North Coast KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1990-01-03 (34 years old) |
| Gender | Female |
| Residential location | Empangeni KwaZulu-Natal |
| Telephone number | <i>Information is available only for registered users.</i> Sign in |
| Email address | <i>Information is available only for registered users.</i> Sign in |

Work experience

| | |
|------------------------------------|--------------------------------|
| Working period | nuo 2017.03 iki 2018.05 |
| Company name | Makamu tv Call center |
| You were working at: | Call Centre agent |
| Occupation | Junior manager |
| What you did at this job position? | Supervisor and agent |
| Working period | nuo 2018.05 iki 2019.12 |
| Company name | KwaMkhokheli Trading |
| You were working at: | Banking |
| Occupation | Salary administrator |
| What you did at this job position? | Transfer payments |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2012.01 iki 2013.04 |
| Degree | Diploma |
| Educational institution | Avuxeni Computer Academy |
| Educational qualification | Secretarial Diploma |
| I could work | Office Administration |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| English | fluent | fluent | fluent |
| Afrikaans | good | basic | basic |

Computer knowledge

Keyboard skills,Manage Files using graphical interface,Word Processing creating & editing documents to format to create tables and columns and merged documents.Problem solving,Graphical spreadsheet,Charts and graphs.Graphical interface applications to create and edit slide presentations to prepare and produce. Electronic Mail send and receive and enhance using graphical interface application. Business Documentation,Minutes of Meetings and Graphical user interface application for bookkeeping purposes.

Recommendations

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|------------------|------------------------|
| Contact person | MISS Refiloe Veranda |
| Occupation | CEO |
| Company | Makamu Holdings |
| Telephone number | 083 280 6254 |
| Contact person | Mrs H.E Mngomezulu |
| Occupation | Manager |
| Company | KwaMkhokheli trading |
| Telephone number | 082 713 9999 |
| Email address | hloliemngo@outlook.com |

Additional information

| | |
|---------------------|-------------------------------------|
| Your hobbies | Reading and socializing |
| Driver licenses | C1 Heavy Vehicle 3,500kg - 16,000kg |
| Driver license from | 2012-03-00 (12 years) |
| Salary you wish | 6,100 R per month |