



# 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> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2017.03 iki 2018.05</b>
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	<b>nuo 2018.05 iki 2019.12</b>
Company name	KwaMkhokheli Trading
You were working at:	Banking
Occupation	Salary administrator
What you did at this job position?	Transfer payments

**Education**

Educational period	<b>nuo 2012.01 iki 2013.04</b>
Degree	Diploma
Educational institution	Avuxeni Computer Academy
Educational qualification	Secretarial Diploma
I could work	Office Administration

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
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**

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