



Nomsa Biyela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a dedicated ,passionate and enthusiastic person who works hard and also eager to learn so I can demonstrate a high level of accuracy and competence in any given work and want to work in an environment which encourages me to succeed an grow professionally.willing to relocate

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1986-04-22 (38 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2015.04 iki 2020.09
Company name	Zikhethele terminal service (ZTS)Durban terminal
You were working at:	Operations Clerk
Occupation	Document clerk
What you did at this job position?	Maintain files an retrieve documents, filling,sort,check,upload an sending documents to client using wvms to retrieve report an linking,open fan routes. Incoming mails an answering correspondence answering calls

Education

Educational period **nuo 2005.12 iki 2008.09**
 Degree Grade 12 / Matric
 Educational institution Affordable intelligence
 Educational qualification Computer literacy
 I could work Under pressure

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	good	good
isiZulu	fluent	good	good

Computer knowledge

Introduction to computers ,microsoft windows ,Microsoft word,excel, internet an emails multimedia

Conferences, seminars

Non

Recommendations

Contact person Terrence ogle
 Occupation Senior document clerk
 Company Zikhethele terminal service
 Telephone number 0842643391/0313696836

Contact person Njabulo ntombela
 Occupation Supervisor
 Company ZTS Durban
 Telephone number 0822162038

Additional information

Your hobbies Reading an writing
 Driver licenses None
 Salary you wish 8to 10 R per month
 How much do you earn now 7000 R per month