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	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* 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 wwms 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 inteligence
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