



Naledi Khomo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am currently looking for a part-time job that I can do from home, such as being a typist. The aim is to gain experience in an area I am familiar in, which is administration (due to my experience of being Secretary) that is different from my field of study, which is Economics (as I am a final year student). Being Secretary required me to do a lot of typing, which has relatively increased my typing speed. It also required me to have an understanding of other Microsoft Office features, such as Excel because that was where I kept and updated members' details.

Preferred occupation	Data capturers Administrative jobs
	homebased typist Part time, weekend jobs
	Administrators Administrative jobs
Preferred work location	Johannesburg Gauteng
	Pietermaritzburg KwaZulu-Natal

Contacts and general information about me

Day of birth	1999-05-19 (25 years old)
Gender	Female
Residential location	Pietermaritzburg 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 2018.03 iki 2020.12
Company name	Enactus UKZN (NPO)
You were working at:	Generals
Occupation	Campus Secretary
What you did at this job position?	Enactus UKZN is a student-based organization where students, with help from academic and business leaders, create sustainable businesses for the communities we work in. It operates in 4 of the 5 UKZN campuses as one team. As Secretary I was responsible for the administrative side of operations. I was responsible for making venue bookings to have our meetings. I reviewed and collected timesheets from members to forward to our General Secretary. I wrote meeting minutes, which were sent to all members.

Education

Educational period	nuo 2012.01 iki 2016.12
Degree	Grade 12 / Matric
Educational institution	Alexandra High School
Educational qualification	Matric

Languages

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

Computer knowledge

Microsoft Office

Recommendations

Contact person	Thulani Mthembu
Occupation	Enactus UKZN President 2021/2021
Company	Enactus UKZN
Telephone number	0614356062
Email address	mthembutm.enactusukzn@gmail.com

Additional information

Your hobbies	Reading novels Cooking Playing Microsoft Solitaire collection games
Driver licenses	None
Salary you wish	2000 R per month