



# 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	<b>Data capturers</b> Administrative jobs
	<b>homebased typist</b> Part time, weekend jobs
	<b>Administrators</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng
	<b>Pietermaritzburg</b> KwaZulu-Natal

## Contacts and general information about me

Day of birth	1999-05-19 (25 years old)
Gender	Female
Residential location	<b>Pietermaritzburg</b> 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 2018.03 iki 2020.12</b>
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	<b>nuo 2012.01 iki 2016.12</b>
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