



Nontsingiselo Mhanya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

AM HARD WORKER, WILLING TO LEARN NEW THINGS AM ALSO FAST LEARNER

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	East London Eastern Cape

Contacts and general information about me

Day of birth	1993-03-06 (31 years old)
Gender	Female
Residential location	East London Eastern Cape
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 2014.04 iki 2016.06
Company name	HEALTH
You were working at:	HR intern
Occupation	HR CLERK
What you did at this job position?	HR STAFF ,ADMINISTRATION

Working period	nuo 2017 iki dabar
Company name	LIQUOR BOARD
You were working at:	Filing clerk
Occupation	FILLING CLERK
What you did at this job position?	MAINTAINING FILES

Working period **nuo 2019.12 iki 2020.10**
 Company name phillip and mabona Attorneys
 You were working at: Switchboard operator
 Occupation SECRETARY
 What you did at this job position? ADMIN STAFF

Education

Educational period **nuo 2012.07 iki 2014.12**
 Degree Diploma
 Educational institution BUFFALO CITY COLLAGE
 Educational qualification DIPLOMA
 I could work AT HEALTH

Languages

Language	Speaking level	Understanding level	Writing level
isiXhosa	fluent	fluent	fluent
English	fluent	fluent	fluent

Computer knowledge

OS WINDOWS;SOFTWARE ,MICROSOFT OFFICE .ADOBE PHOTOSHOP ,PUBLISHER,OUTLOOK

Conferences, seminars

NO

Recommendations

Contact person MTETO
 Occupation MANAGER
 Company phillip and mabona Attorneys
 Telephone number 0738810740
 Email address ntsingymhanya@gmail.com

Additional information

Your hobbies WRITTING,READING
 Driver licenses None
 Salary you wish 6000 R per month
 How much do you earn now 5000 R per month