



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 *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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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