



Nontsikelelo Crisselda Ntuli

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hold over 14 yrs experience as a company Secretary in a manufacturing company with full office support administration, payroll of 30 staff members, debtor and creditors recons, invoicing, faxing, e-mails, scanning and internet banking

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
Preferred work location	Johannesburg Gauteng
	East Rand Gauteng

Contacts and general information about me

Day of birth	1983-06-29 (41 years old)
Gender	Female
Residential location	East Rand Gauteng
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 2006.03 iki 2020.12
Company name	Jawa Powder Coating
You were working at:	Generals
Occupation	Secretary
What you did at this job position?	Secretary to MD and office management

Education

Educational period **nuo 2003.01 iki 2003.12**
Degree Grade 11
Educational institution Global combined college
I could work Administration

Languages

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

Computer knowledge

Microsoft word, excel ,internet banking , quickbooks, pastel programs , emails scanning

Conferences, seminars

Zoom meeting

Recommendations

Contact person	Oupa litabe
Occupation	Mananger
Company	Jawa Powder Coating

Additional information

Your hobbies	Reading
Driver licenses	None
Salary you wish	12000 R per month
How much do you earn now	9300 R per month