



Nokwazi Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Cashier position and office related posts

i am a hard-worker and dependable individual who is pro-active and enthusiastic with the ability to work well both independently and in a team. i have the experience of working with the public, which has taught me to value friendliness , open - mindedness and thinking on my feet.

Preferred occupation	Cashiers Retail, store jobs
Preferred work location	newcastle KwaZulu-Natal

Contacts and general information about me

Day of birth	1979-09-29 (44 years old)
Gender	Female
Residential location	Midlands 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 2010.03 iki 2011.01
Company name	Capitec Bank
You were working at:	Sales consultant
Occupation	Sales Consultant
What you did at this job position?	Granting loans , Consolidation of debts, opening savings accounts

Working period **nuo 2011.03 iki 2013.02**
 Company name My ClaimMate
 You were working at: Administrators
 Occupation Administrator
 What you did at this job position? Responsible for Administration and organization of the office, Office filling

Working period **nuo 2013.10 iki 2020.02**
 Company name Jet Stores
 You were working at: Cashiers
 Occupation Service Centre Operator
 What you did at this job position? Head Cashier and Supervisor at till points. Customer service duties

Education

Educational period **nuo 2001.01 iki 2001.12**
 Degree Grade 12 / Matric
 Educational institution Ziphakamiseni Public School
 Educational qualification Grade 12

Educational period **nuo 2002.01 iki 2002.12**
 Degree Certificate
 Educational institution Professional Colleges of Southern Africa
 Educational qualification Information Technology
 I could work microsoft packages

Educational period **nuo 2003.01 iki 2005.12**
 Degree Diploma
 Educational institution Cape Technikon
 Educational qualification Office Management and technology
 I could work administrative related posts

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiZulu	fluent	fluent	fluent
isiXhosa	very good	very good	basic
Afrikaans	basic	good	good
Sepedi	very good	fluent	do not know
Sesotho	very good	very good	do not know

Computer knowledge

Information systems
windows 95/98.
microsoft word.
microsoft excel.
microsoft access
turbo pascal programming
internet studies
pastel

Recommendations

Contact person	Mrs Lucy Khumalo
Occupation	store manager
Company	jet stores
Telephone number	083 978 3888
Contact person	Mrs Sizile Makola
Occupation	ceo
Company	myclaimmate
Telephone number	083 786 2489

Additional information

Your hobbies	reading novels
Salary you wish	3000 R per month