

# **Nolusindiso Zetu**

Curriculum Vitae (CV)

### What job i'm looking for? My positive points

- I am committed, dedicated, discipline, energetic individual with vision. I am keen. willing and hard grafter person with good communication skills, punctual, trustworthy and responsible and I can be in this type of trade.
- To increase my experience with public environment that demands high standard and encourage self -development and team building.
- To further my career while learning new and creative ways of improving my skills.
- My objective is to ensure stimulating and challenging position that offers an opportunity to advance on merit.

Preferred occupation Administrators

Administrative jobs

Preferred work location Johannesburg

Gauteng

## Contacts and general information about me

Day of birth 1989-07-31 (35 years old)

Gender Female
Residential location Welkom

Free State

Telephone number Information is available only for registered users.

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Sign in

### **Education**

Educational period **nuo 2009.01 iki 2009** 

Degree Certificate

Educational institution boston business college

Educational qualification media consultant

I could work as admin clerk

#### Languages

Language Speaking level Understanding level Writing level

English fluent fluent very good

### Computer knowledge

- Computer skills (MS WORD, EXCEL, POWER POINT, ACCESS, OUTLOOK)
- · Ability to perform routine task
- Organizing skills
- Effective and excellent communication skills
- Experience of clinicom, (IPLAN AND Q doc new system) knowledge of hospital fees memorandum

18 UPFS

## **Conferences, seminars**

#### **BOSTON COLLEGE - MEDIA CONSULTANT-CERTIFICATE**

- Principles of advertising
- Principles of journalism
- Intro to public relation
- MS word 2003 basic
- Business English

Damelin college-media studies and journalism -diploma

- · News reporting
- Language studies
- Comp-typing
- End -user computing
- Media studies
- Media production
- Editorial management
- Media law

#### Recommendations

Contact person abigail myeki
Occupation supervisor

Company khayelitsha hospital

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#### **Additional information**

Your hobbies reading books

Driver licenses None

Salary you wish 6000 R per month How much do you earn now 3000 R per month