



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 (34 years old)
Gender	Female
Residential location	Welkom Free State
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

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
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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
Telephone number	0213604524
Email address	abigailmyeki@gov.co.za

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

