



# Ayanda Nkantini

Curriculum Vitae (CV)

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

I am looking for administrative job

I am a fast learner I am friendly, versatile and neat I can work as an individual and as a part of a team. I have these skills : Microsoft excel, Microsoft Word customer service, sales, and telephone skills

Preferred occupation	Filing clerk Administrative jobs
Preferred work location	Northern Suburbs Western Cape

## Contacts and general information about me

Day of birth	1985-12-23 (39 years old)
Gender	Female
Residential location	Northern Suburbs Western Cape
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2009.04 iki 2019.01</b>
Company name	Clicks pharmacy
Occupation	Beauty advisor
What you did at this job position?	Customer service, sales, answering telephone, and attend to customer complaints

## Education

Educational period	<b>nuo 2019.02 iki 2020.10</b>
Degree	Certificate
Educational institution	Northlink college
Educational qualification	Financial management
I could work	As a debtors clerk or any other clerical job

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
isiXhosa	very good	very good	very good
English	good	good	good
Afrikaans	basic		basic

**Computer knowledge**

Microsoft Word, Microsoft excel, Pastel Accounting

**Recommendations**

Contact person	Ms A Mpande
Occupation	Assistant manager
Company	Clicks Pharmacy
Telephone number	0219820026
Contact person	Mr M Nzingo
Occupation	Pastor
Company	God's Harvest ministry
Telephone number	0739189650

**Additional information**

Your hobbies	Reading and exploring new things
Driver licenses	None
Salary you wish	10000 R per month