



# Ntomboxolo Bekizulu

Curriculum Vitae (CV)

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

Have an experience in Admin and Marketing also sales who provides seamless clerical support to senior managers and company personnel. I have a track record of making recommendations to administrative processes that result in immediate improvements. With my previous employer I have provided clerical and administrative support to various departments, and am able to perform each essential duty satisfactorily. On a personal level I am not someone who is easily distracted and I can remain focused on the job at hand, no matter what is going on around me. Right now I am looking for a fulfilling and varied position that needs someone who is committed, enthusiastic and has a “can do” attitude.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Day of birth	1994-04-20 (30 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2014.05 iki 2017.11</b>
Company name	Silulo Ulutho Technologies
You were working at:	Administrators
Occupation	Office admin
What you did at this job position?	Filling, Quotations and invoices, Training interns, Helping walk in clients,

Working period **nuo 2017.12 iki 2018.12**  
 Company name Black Spot Media  
 You were working at: Administrators  
 Occupation Office admin  
 What you did at this job position? Incoming and outgoing phone calls, Filling, walk in clients, Qoutes and invoices

Working period **nuo 2019.06 iki 2019.07**  
 Company name IEC  
 You were working at: Administrators  
 Occupation Voters roll  
 What you did at this job position? Counting IEC votes, checking voters if they qualify to vote, check if they have ID documents, helping those who cannot vote

**Education**

Educational period **nuo 2012.02 iki 2015.05**  
 Degree Diploma  
 Educational institution Cti Education Group  
 Educational qualification Business Management  
 I could work I can work as Administrator, Sales consultant and in Marketing

Educational period **nuo 2007.01 iki 2011.12**  
 Degree Grade 12 / Matric  
 Educational institution Alohendale Senior Secondary School  
 Educational qualification Grade12

**Languages**

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent
isiZulu	very good	very good	very good
Afrikaans	good	basic	good

**Computer knowledge**

I am able to work with computer as I have started using it since 2012 at school, been working with computers for morethan 5 years now.

**Conferences, seminars**

when theres a tender maybe as I was dealing with admin work for my previous work places.

I used to attend conferences and seminars at my previous work places, as we would attend some

**Additional information**

Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	0.00 R per month