



Pretty Ntombenhle Ndlovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for Human resources management and Receptionist

I am a very hard working person, with a good communication skills, and a person whose always able to work under pressure and I am always open to learn new things, I don't mind working over time. And I qualify for the job because I have experience to back it up, I don't like being reminded about my work because I know that I work very hard once I'm given an opportunity.

Preferred occupation	Administrators Administrative jobs
	Secretaries Administrative jobs
	Recruitment professional Management, human resources jobs
Preferred work location	Durban City KwaZulu-Natal
	Volksrust Mpumalanga
	Drakensberg KwaZulu-Natal

Contacts and general information about me

Day of birth	1988-11-25 (36 years old)
Gender	Female
Residential location	Durban City 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 2018.09 iki 2021.02**
 Company name Unjani Clinic Nquthu
 You were working at: Receptionists
 Occupation Clinic Assistant
 What you did at this job position? Stock taking, receiving stock, office work answering telephone, filing documents, receiving patients, typing documents, receiving emails and sending emails and do financial report month end

Education

Educational period **nuo 2011.01 iki 2015.06**
 Degree Grade 12 / Matric
 Educational institution Mthashana TVET College
 Educational qualification Human resources management
 I could work Human resource officer

Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good

Computer knowledge

Good with window softwares:
 Word
 Excel
 Power Point
 As well as Typing skills

Recommendations

Contact person Zandile Moloji
 Occupation Clinic Manager
 Company Unjani Clinic Nquthu
 Telephone number 0823104201
 Email address unjani.nquthu@outlook.com

Additional information

Your hobbies Reading
 Typing
 Driver licenses None
 Salary you wish 12000 R per month
 How much do you earn now 4000 R per month