



# Nelly Mathumbu

Curriculum Vitae (CV)

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

Admin clerk

Good communication skill

I am a hard worker and I can work underpreture

Preferred occupation                      Academic officer  
Management, human resources jobs

Preferred work location                      Durban City  
KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1994-12-12 (29 years old)

Gender    Female

Residential location                              Bizana  
Eastern Cape

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
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## Work experience

Working period                                      **nuo 2017.02 iki 2019.02**

Company name                                      Imfolozi JSS

You were working at:                              Administrators

Occupation    Unemployed

What you did at this job position?      Capturing data

Working period                                      **nuo 2019.03 iki 2020.10**

Company name                                      Isibaya Funeral Services

You were working at:                              Operations Clerk

Occupation    Unemployed

What you did at this job position?      Receiving clients

## Education

Educational period	<b>nuo 2015.01 iki 2016.12</b>
Degree	Diploma
Educational institution	Ingwe tvet college, Siteto Campus
Educational qualification	Management Assistant
I could work	I could work under pressure with no complain

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	very good	very good

### Computer knowledge

Using Microsoft word, Power point, Excell, Outlook  
Sending and receiving emails  
Typing skill  
Using SASAMS  
Capturing of data

### Conferences, seminars

Attending workshops

### Recommendations

Contact person	Mrs N Vumisa
Occupation	Employed
Company	Imfolozi jss
Telephone number	0736960172
Email address	Imfolozijss@gmail.com

### Additional information

Driver licenses	None
Salary you wish	R8000 R per month
How much do you earn now	R1500 R per month