



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.*
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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	nuo 2015.01 iki 2016.12
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