



# Nomsa Andile Kubheka

Curriculum Vitae (CV)

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

I am passionate about my work

I am ambitious and driven. I thrive on challenge and constantly set goals for myself, so I have something to strive toward. I'm not comfortable with settling, and I'm always looking for an opportunity to do better and achieve greatness. I'm a people-person. I love meeting new people and learning about their lives and their backgrounds. I can almost always find common ground with strangers, and I like making people feel comfortable in my presence.

Preferred occupation                      Generals  
General jobs

Preferred work location                      Witbank  
Mpumalanga

Ermelo  
Mpumalanga

## Contacts and general information about me

Day of birth                                      1996-12-06 (27 years old)

Gender    Female

Residential location                              Pretoria / Tshwane  
Gauteng

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 2020.08 iki 2021.02**

Company name                                      IHESA

You were working at:                              Front Desk Agent

Occupation    Receptionist

What you did at this job position?      Meeting and greeting clients Booking meetings Arranging couriers Keeping the reception area tidy Answering and forwarding phone calls Screening phone calls Sorting and distributing post

## Education

|                           |                               |
|---------------------------|-------------------------------|
| Educational period        | <b>nuo 2010 iki 2014</b>      |
| Degree                    | Grade 12 / Matric             |
| Educational institution   | Dan Kutumela Secondary School |
| Educational qualification | Still in progress             |
| I could work              | as a general worker           |

### Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English  | good           | very good           | very good     |
| isiZulu  | very good      | very good           | very good     |

### Computer knowledge

Basic end user Computer  
microsoft Office. IT Support. Word. Excel. Powerpoint. Email and internet

### Recommendations

|                  |                    |
|------------------|--------------------|
| Contact person   | Lucia Mutavhasinde |
| Occupation       | Administrator      |
| Company          | IHESA              |
| Telephone number | 0715499161         |
| Email address    | luciam@hesa.co.za  |

### Additional information

|                          |                               |
|--------------------------|-------------------------------|
| Your hobbies             | Volunteering.Traveling. Music |
| Driver licenses          | None                          |
| Salary you wish          | 3500 R per month              |
| How much do you earn now | 00 R per month                |