



Nomusa Mnikathi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for office work or a job as a Librarian.

- Working under pressure.
- Striving for excellence in whatever activity I am engaged in.
- Prioritizing application of politeness strategies when interacting with people.
- Respect

Preferred occupation	Operations Clerk Administrative jobs
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Preferred work location	Durban City KwaZulu-Natal
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Contacts and general information about me

Day of birth	1972-02-07 (52 years old)
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Gender	Female
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Residential location	Durban City KwaZulu-Natal
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Telephone number	<i>Information is available only for registered users.</i> Sign in
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Email address	<i>Information is available only for registered users.</i> Sign in
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Work experience

Working period	nuo 2000.01 iki 2000.06
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Company name	Qashana Library as a volunteer in Clermont.
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You were working at:	Project Planner
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Occupation	Librarian
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What you did at this job position?	Cataloguing and Classification
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Working period **nuo 2000.07 iki 2013.08**
 Company name Nedcor Group
 You were working at: Banking
 Occupation Data Capturer
 What you did at this job position? IDT operator, responsible for capturing deposit slips and cheques. Capturing serial codes, bank codes and amounts and balancing. Served as a Special Clearance Clerk, calling clients on the status of their cheques. Also worked as an Unpaid Clerk and Cash Admin Clerk.

Education

Educational period **nuo 1995.01 iki 1998.12**
 Degree Degree
 Educational institution University of KwaZulu-Natal
 Educational qualification Bachelor of Social Science Degree
 I could work With any job that related to youth and community development.

Educational period **nuo 1999.01 iki 1999.12**
 Degree Diploma
 Educational institution University of KwaZulu-Natal
 Educational qualification Advanced University Diploma In Information Studies
 I could work Librarian

Educational period **nuo 1998.01 iki 1998.12**
 Degree Diploma
 Educational institution Academy Of Learning College
 Educational qualification Computer Clerk Diploma
 I could work Administrative Clerk

Languages

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

Computer knowledge

- Keyboard Training ,
- Microsoft Word,
- MS Word 97 Level 1
- MS Excel 97 Level 1

Conferences, seminars

-Certificate Of Attendance :Valuing Diversity and Competence in Assertiveness.

Recommendations

Contact person	No
Occupation	N/A
Company	N/A
Telephone number	N/A

Additional information

Your hobbies	- Working - Music - Volley ball and dancing
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-05-00 (19 years)
Salary you wish	18000 R per month
How much do you earn now	15000 R per month