



## 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 angaged in.
- Prioritizing application of politeness strategies when interacting with people.
- -Respect

Preferred occupation

Operations Clerk Administrative jobs

Preferred work location

**Durban City** KwaZulu-Natal

| Contacts and general information about me |   |  |
|---|---|--|
| Day of birth                              | 1972-02-07 (52 years old)   |  |
| Gender                                    | Female  |  |
| Residential location                      | Durban City<br>KwaZulu-Natal  |  |
| Telephone number                          | Information is available only for registered users.<br><mark>Sign in</mark> |  |
| Email address                             | Information is available only for registered users.<br><mark>Sign in</mark> |  |
| Work experience                           |   |  |

| Working period                     | nuo 2000.01 iki 2000.06                     |
|------------------------------------|---|
| Company name                       | Qashana Library as a volunteer in Clermont. |
| You were working at:               | Project Planner                             |
| Occupation                         | Librarian                                   |
| What you did at this job position? | Cataloguing and Classification              |

| 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<br>cheques.Capturing serial codes, bank codes and amounts and<br>balancing. Served as a Special Clearance Clerk, calling clients<br>on the status of their cheques. Also worked as an Unpaid Clerk |

and Cash Admin Clerk.

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| 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                 |   |
| Languages                 |   |

| 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 Levele 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<br>- Music<br>- Volley ball and<br>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                                    |  |