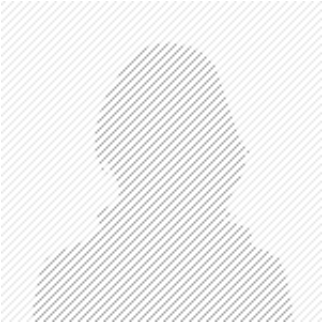

Nontokozo Ingrete Ngomane

Curriculum Vitae (CV)

Jobin.co.za

What job i'm looking for? My positive points

I am an hard worker and trustworthy .What set me apart from others is my ability to always straving for perfection and the other thing is that I am loyal and I always pay attention to detail and always willing to make change and to do self development and development of the company itself.

The reason why should you hire me is becouse I am a fast learner and I am always willing to learn so that I can make a change,for me is all about making a change where i settle in and for me is about leaving the mark.

I truly have manage to obtain skills of computer literacy (Microsoft Excel, Microsoft Word, Power Point, Office Practice and Management Assistant and Advance Communication).

I also have the following knowledge; I know how to draft permission slip, drafting governing body list , dealing with SA-SAMS ,knowledge of drafting emails, doing photocopies , laminating, typing and drafting notice.

Preferred occupation	Administrators Administrative jobs

Contacts and general information about me

Day of birth	1995-11-07 (29 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.* Sign in

Additional information

Salary you wish	2459 R per month
How much do you earn now	1500 R per month