



# Nwabisa Yandiswa Nkonzo

Curriculum Vitae (CV)

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

I am a very spontaneous person with warm personality and communicate very easily with other people. It gives me great pleasure to assist other people. As an employee I believe that honesty is the best policy. I am loyal to my work and I work well under pressure and i love challenges. I am always eager to learn new things and I am a fast learner. I want to accelerate my career in any dynamic organisation while contributing to the growth of our country and our community. I am always ensuring that I operate with high level of integrity. I am always willing to get involved in educational activities t gain more knowledge and experience.

Preferred occupation	Administrators Administrative jobs
Preferred work location	South Coast (Ugu) KwaZulu-Natal

## Contacts and general information about me

Day of birth	1989-01-27 (35 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.11 iki 2020.04</b>
Company name	Thalami Civils
You were working at:	Plumbers
Occupation	Community Liaison Officer
What you did at this job position?	Issuing of material to the site. Ensure that stock do not run out. Office admin. Cleaning of the office and storeroom

Working period **nuo 2018.11 iki 2019.09**  
 Company name A1 Electricals  
 You were working at: Administrators  
 Occupation Community Liaison Officer  
 What you did at this job position? Liaison between the community and the employer.

Working period **nuo 2009.11 iki 2012.04**  
 Company name Absa Bank  
 You were working at: Financial advisor  
 Occupation Business Risk Admin  
 What you did at this job position? Manage the asset register. Manage the Diary and front desk. Receiving all the incoming correspondence from other sections and distribute them according to the dept. Filling. Data capturing. Booking files into the warehouse

**Education**

Educational period **nuo 2006.01 iki 2008.12**  
 Degree Grade 12 / Matric  
 Educational institution Colana Senior Secondary  
 Educational qualification Matric

Educational period **nuo 2009.11 iki 2011.03**  
 Degree Certificate  
 Educational institution Milpark business school  
 Educational qualification Banking services advice  
 I could work Financial Advisor

**Languages**

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

**Computer knowledge**

End user computing

**Conferences, seminars**

Vulamasango Singene Youth development

**Recommendations**

Contact person	Miss Goboza
Occupation	Manager
Company	Absa
Telephone number	073 274 5043

Contact person	Mr Njoko
Occupation	Supervisor
Company	A1 Electricals
Telephone number	079 314 9234

#### **Additional information**

Your hobbies	Reading Singing Traveling
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2018-08-00 (6 years)
Salary you wish	R5500 R per month
How much do you earn now	N/a R per month