



# Harvey Ngobeni

Curriculum Vitae (CV)

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

With my interpersonal skills and tertiary qualification in Business management, coupled with an experience as an administrative officer, i believe I'm a capable candidate to be employed as an

Administrative assistance

Shop assistant

Cashier

Cost and management accountant.

Preferred occupation

**Shop assistants**  
Retail, store jobs

**Cashiers**  
Retail, store jobs

**Administrators**  
Administrative jobs

**Academic officer**  
Management, human resources jobs

**Insurance administrator**  
Finance jobs

Preferred work location

**Pretoria / Tshwane**  
Gauteng

**Phalaborwa**  
Limpopo

**Johannesburg**  
Gauteng

**Bushbuckridge**  
Mpumalanga

## Contacts and general information about me

Day of birth 1994-08-30 (30 years old)

Gender Male

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                     | <b>nuo 2014.02 iki 2014.11</b>  |
| Company name                       | St patrick mathibela primary school   |
| You were working at:               | Administrators  |
| Occupation                         | Administrative assistance   |
| What you did at this job position? | Helped with filling and capturing financial reports. Handled client queries |

## Education

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2008.01 iki 2013.11</b>                 |
| Degree                    | Grade 12 / Matric                              |
| Educational institution   | Lepato M high school                           |
| Educational qualification | Matric certificate                             |
| Educational period        | <b>nuo 2015.01 iki 2017.07</b>                 |
| Degree                    | Certificate                                    |
| Educational institution   | Jeppe college of commerce and computer studies |
| Educational qualification | N6 certificate in Business management          |

## Languages

| Language   | Speaking level | Understanding level | Writing level |
|------------|----------------|---------------------|---------------|
| Xitsonga   | very good      | very good           | good          |
| English    | fluent         | fluent              | very good     |
| Sepedi     | very good      | very good           | fluent        |
| isiNdebele | good           | very good           | basic         |

## Computer knowledge

Highly qualified in:

Ms word

Ms excell

Ms outlook

## Recommendations

|                  |  |
|------------------|--|
| Contact person   | Ms thaloso                                     |
| Occupation       | Lecturer                                       |
| Company          | Jeppe college of commerce and computer studies |
| Telephone number | 073 684 8129                                   |

|                  |              |
|------------------|--------------|
| Contact person   | Mr Ngobeni   |
| Occupation       | Parent       |
| Telephone number | 076 428 7114 |

#### **Additional information**

|                          |                   |
|--------------------------|-------------------|
| Driver licenses          | None              |
| Salary you wish          | 4500 R per month  |
| How much do you earn now | 3 500 R per month |