



# Noluthando Thembelihle Mkhwanazi

Curriculum Vitae (CV)

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

Hi, I am looking for general worker position, i Don't have much experience but I have 6 months experience in office administration. I was temporarily employed at Twilight Electrical company at bluff, after leaving Twilight I did computer course. I have good communication skills both written and verbal, interpersonal skills, and computer literacy skills

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

## Contacts and general information about me

Gender	Female
Residential location	Durban City KwaZulu-Natal
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 2020.07 iki 2020.12</b>
Company name	Twilight Electrical company
You were working at:	Administrators
What you did at this job position?	My duties was filing data, telephone calls, receiving and sending email. Etc

## Education

Educational period	<b>nuo 2019.01 iki 2019.11</b>
Degree	Grade 12 / Matric
Educational institution	Adams college

## Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent

English

fluent

very good

very good

### Computer knowledge

I have good computer knowledge on Microsoft Office. I have a good knowledge about balance sheet which is found on the Excel, Excellent skill on Word Microsoft which allows you to create a variety of documents like letters, flyers and reports, PowerPoint which have slideshows and it's good on presentation and lastly outlook which is about sending and receiving emails.

### Recommendations

Contact person	Vivian Norman Harvey
Occupation	Employee
Company	Twilight Electrical company
Telephone number	0606227953
Email address	Twilghtelectrical@vodamail.co.za

Contact person	Mazwi Malimela
Occupation	Facilitator
Company	EThekwini TVET COLLEGE
Telephone number	0723753070

### Additional information

Your hobbies	My hobbies are 1) Creative writing 2) Reading 3) Cooking
Driver licenses	None
Salary you wish	R2500 R per month
How much do you earn now	00.00 R per month