



Sinenhlanhla Ngubeni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a job in administration, I do have experience as a receptionist.

I am a good organiser and I am a fast learner, I can work well under pressure and without supervision. I can also work well in a team.

I also do have experience of 2 years in the Horticulture industry. Managerial position, nursery production, propagation and working as a sales person in a nursery as well as being a supervisor.

Preferred occupation	Receptionist Administrative jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1995-06-23 (29 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2019.02 iki 2020.01
Company name	Servest
You were working at:	Other jobs
Occupation	Graduate Trainee
What you did at this job position?	I worked in all of the departments in the business of which includes working as a receptionist. This is where I got my experience and developed so many skills

Education

Educational period	nuo 2015.01 iki 2018.12
Degree	Diploma
Educational institution	Durban University of Technology
Educational qualification	National Diploma Horticulture

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent

Computer knowledge

I do have basic computer knowledge which includes the uses of Microsoft Word, Excel, PowerPoint

Recommendations

Contact person	Pamela Ndlovu
Occupation	HR Payroll
Company	Servest Landscaping
Telephone number	0726701066

Additional information

Salary you wish	R6000 R per month
How much do you earn now	R0 R per month