



# Nonhlakanipho Ngcongo

Curriculum Vitae (CV)

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

I am looking for Finance and accounting jobs. Also administrative jobs

I have an experience as an Admin Intern and a certificate that proves that it was completed. I also have certificate in both pastel and payroll. I have sound knowledge of computers which includes Microsoft Word, excel, outlook, access and powerpoint.

I am a hardworking and dedicated individual with passion for excellence which i believe is rather necessary for any position.

Preferred occupation	<b>Finance officer</b> Finance jobs
	<b>Administrators</b> Administrative jobs
	<b>Bookkeeper</b> Administrative jobs
Preferred work location	<b>Johannesburg</b> Gauteng

## Contacts and general information about me

Day of birth	1999-03-18 (25 years old)
Gender	Female
Residential location	<b>Durban City</b> 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 **nuo 2020.10 iki 2021.06**  
 Company name Process Litho  
 You were working at: Administrators  
 Occupation Admin Intern  
 What you did at this job position? Reception duties and Admin duties

**Education**

Educational period **nuo 2016.02 iki 2018.11**  
 Degree Diploma  
 Educational institution Mangosuthu University of Technology  
 Educational qualification National Diploma in Accounting  
 I could work At an office. Any office work

**Languages**

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

**Computer knowledge**

Microsoft Word, excel, outlook, PowerPoint and access  
 Certificate in both sage pastel and payroll

**Conferences, seminars**

Employment Equity

**Recommendations**

Contact person Bongsi we Zulu  
 Occupation Admin supervisor  
 Company Process Litho  
 Telephone number 031 569-1020

**Additional information**

Your hobbies Reading  
 Driver licenses None  
 Salary you wish 6000 R per month  
 How much do you earn now N/A R per month