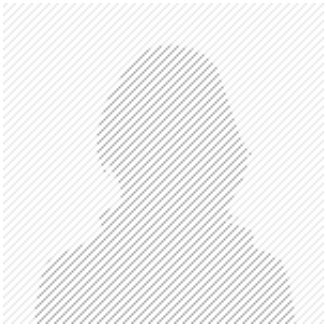

Sinenhlanhla Ngubane

Curriculum Vitae (CV)

Jobin.co.za

What job i'm looking for? My positive points

Admin clerk

Update registers and enquiries

• Make photocopies and receive or send facsimile

• Maintain leave register for the component

• Record, organize, store, capture and retrieve correspondence and data [line function]

• Receive phone calls

• Consume office and reception duties

Preferred occupation	Administrators Administrative jobs
Preferred work location	North Suburbs KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-11-26 (26 years old)
Gender	Female
Residential location	Durban City KwaZulu-Natal
Telephone number	*Information is available only for registered users.* Sign in
Email address	*Information is available only for registered users.* Sign in

Work experience

Working period	**nuo 2019.05 iki 2020.11**
Company name	Department of education
You were working at:	Receptionists
What you did at this job position?	Maintain leave register for the component

Additional information

Salary you wish	R8000 R per month
How much do you earn now	R000 R per month