



# Nontobeko Sinegugu Dlamini

Curriculum Vitae (CV)

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

I am looking for Administrative job.

I was school administrator for 16 years, performing the following duties:

Data capturing in school SA-SAMS , Attending to qurries, Administer payroll and leave management, Facilitate the procurement of goods e.g Stationary and Furniture, Manage my supervisors diary and remind him with all submissions due. Administer school funds. Safe keeping of records and balancing of petty cash.

I am enthusiastic, self-motivated and conscientious person, always willing to get involved, through experience i have to set goals and how to engage in action orientated behavior. I am creative and easy going, always ensuring that I operate with a high level of integrity.

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

## Contacts and general information about me

Day of birth	1979-06-22 (45 years old)
Gender	Male
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 2004.05 iki 2021.12</b>
Company name	Department of Education
You were working at:	Administrators
Occupation	Administration Clerk
What you did at this job position?	Filing, data capture in SA-SAMS, Attending queries, Administer fund, leave management

### Education

Educational period	<b>nuo 1995.01 iki 1999.12</b>
Degree	Grade 12 / Matric
Educational institution	Ganges Secondary School
Educational qualification	Matric
I could work	Durban and surrounding areas

### Languages

Language	Speaking level	Understanding level	Writing level
English	good	good	good
isiZulu	fluent	fluent	fluent

### Computer knowledge

Microsoft Office

### Recommendations

Contact person	Mr Ntuthuko Doctor Mhlaba
Occupation	Principal
Company	Muziwabantu Primary School
Telephone number	0715446318
Email address	muziwabantu.primary@gmail.com

### Additional information

Your hobbies	Singing classic music Going to Church Listen to Jazz & classic music
Driver licenses	None
Salary you wish	R10000 R per month
How much do you earn now	Nil R per month