



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> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period **nuo 2004.05 iki 2021.12**
 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 **nuo 1995.01 iki 1999.12**
 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