



# Nomakhaya Becca Magoba

Curriculum Vitae (CV)

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

I am looking for an administrative /clerical job as have extensive hands on experience in the field. I have a highly motivated personality and very hard working. I put every effort to ensure that any tasks assigned to me to perform meets the deadline as I'm very much passionate concerning time management.

I am a team player but can also work independently. My communication skills are extremely keen and consistently praised for my attention to details.

I am an organised, career driven and eager to learn more for successful outcomes.

I have been exposed to under pressure environment where I have to sometimes make decisions on behalf of the company whilst I was employed in Department of Sports and recreation. I have knowledge of Public Finance Management Act as well as organisational skills.

I am very confidential, especially when it comes to work related information, reliable, honest and responsible.

Given the opportunity to prove my abilities and capabilities can bring much change in the company working progress.

Preferred occupation	<b>Administrators</b> Administrative jobs
	<b>Filing clerk</b> Administrative jobs
Preferred work location	<b>Queenstown</b> Eastern Cape
	<b>Durban City</b> KwaZulu-Natal
	<b>Pretoria / Tshwane</b> Gauteng

## Contacts and general information about me

Day of birth	1973-12-16 (50 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

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**Additional information**

Salary you wish

12 500 R per month