



# Nokugcina Zulu

Curriculum Vitae (CV)

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

Administration clerk/receptionist/P.A

~I'm a hard worker

~I'm organized

~I try my best to be honest

~I enjoy learning new things

~I'm creative and like bringing new ideas

Preferred occupation

**Receptionist**

Administrative jobs

**Data capturers**

Administrative jobs

**Switchboard operator**

Administrative jobs

Preferred work location

**Bethlehem**

Free State

**Bloemfontein**

Free State

**Phuthaditjhaba**

Free State

**Senekal**

Free State

**Sasolburg**

Free State

## Contacts and general information about me

Day of birth

1993-03-09 (31 years old)

Gender

Female

Residential location

**Bethlehem**

Free State

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	<b>nuo 2020.02 iki 2021.07</b>
Company name	Phekolong District Hospital
You were working at:	Administrators
Occupation	Admin Clerk Intern
What you did at this job position?	Filling, capturing patients files on PADS system, achieving old files, receiving and transferring calls, writing minutes and agenda, writing circulars, e-mailing, scanning, faxing.

**Education**

Educational period	<b>nuo 2016.01 iki 2018.06</b>
Degree	Certificate
Educational institution	BONAMELO Tvet College
Educational qualification	Management Assistant

**Languages**

<b>Language</b>	<b>Speaking level</b>	<b>Understanding level</b>	<b>Writing level</b>
Sesotho	very good	very good	very good
Afrikaans	basic	basic	basic

**Computer knowledge**

Microsoft Word, exel  
 Typing  
 Faxing  
 Emailing

**Recommendations**

Contact person	Mr Makhoba
Occupation	Senior Admin Clerk
Company	Phekolong District Hospital
Telephone number	0838831620
Contact person	Mr Mdaka
Company	Phekolong District Hospital
Telephone number	0619746331

**Additional information**

Your hobbies	Cooking,reading, and playing soccer
Driver licenses	None
Salary you wish	5 000 R per month

How much do you earn now

0.00 R per month