



Noluthando Mchitwa

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administration job. I have work as a finance intern for a year and lab assistant also for a year. With my experience I have been dealing with admin and I have come to realize that I'm good planner and I enjoy sorting and organizing.

| | |
|-------------------------|---------------------------------------|
| Preferred occupation | Administrators Administrative jobs |
| Preferred work location | East Rand Gauteng |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1995-06-30 (29 years old) |
| Gender | Female |
| Residential location | East Rand Gauteng |
| 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 2020.08 iki 2021.09 |
| Company name | Distell |
| You were working at: | Lab technician |
| Occupation | Temp Lab assistant |
| What you did at this job position? | Logging sample, admin and housekeeping |
| Working period | nuo 2018.04 iki 2019.05 |
| Company name | Edcon |
| You were working at: | Debtors clerk |
| Occupation | Finance intern |
| What you did at this job position? | Create invoices. Do age analysis and monitor emails |

Education

| | |
|---------------------------|--------------------------------|
| Educational period | nuo 2015.02 iki 2016.06 |
| Degree | Certificate |
| Educational institution | Ekurhuleni West college |
| Educational qualification | Financial management N6 |
| I could work | Debtors/creditors clerk |

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | good | good | very good |
| isiZulu | very good | good | good |

Computer knowledge

Pastel
Lims
Payroll
Oracle
MRO
GL wand
Ms Excel
Ms Word

Recommendations

| | |
|------------------|--------------------|
| Contact person | Tremaine Ramlugan |
| Occupation | Senior Lab analyst |
| Company | Distell |
| Telephone number | 0814501993 |

Additional information

| | |
|--------------------------|---------------------|
| Salary you wish | +R10000 R per month |
| How much do you earn now | R14000 R per month |