



# 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> <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 2020.08 iki 2021.09</b>
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	<b>nuo 2018.04 iki 2019.05</b>
Company name	Edcon
You were working at:	Debotors clerk
Occupation	Finance intern
What you did at this job position?	Create invoices. Do age analysis and monitor emails

## Education

Educational period	<b>nuo 2015.02 iki 2016.06</b>
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