



# Nonceba Shelembe

Curriculum Vitae (CV)

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

I am a ambitious, passionate, hardworking person, a well driven and determined person, I am a fast learner able to work under pressure , I have completed my N6 Management assistance studies , I have worked as an administration in Overtoun primary school for a year , and have worked as a Marshall at Majuba Tvet college for a year , I have been working with IEC for 6 years now on roles of data capture, filing , information processing copying , I have gained experience and skills on Ms word , handling the customers , dealing with different personalities and all that is important I have always been able to work as team , and putting customer first is my motto

|                         |                                    |
|-------------------------|------------------------------------|
| Preferred occupation    | Secretaries<br>Administrative jobs |
| Preferred work location | Johannesburg<br>Gauteng            |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1999-09-24 (24 years old)   |
| Gender               | Female  |
| Residential location | Soweto<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                          |                  |
|--------------------------|------------------|
| Salary you wish          | 8000 R per month |
| How much do you earn now | None R per month |