



# Nelisiwe Penelope Ngubo

Curriculum Vitae (CV)

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

Office Administrator

Office Assistant

Receptionist

Security Guard

Admin Clerk

Data Capturer

Filling Clerk

Preferred occupation

Data capturers  
Administrative jobs

Secretaries  
Administrative jobs

Control Room operator  
Security jobs

Preferred work location

Johannesburg  
Gauteng

## Contacts and general information about me

Day of birth 1978-11-01 (45 years old)

Gender Female

Residential location East Rand  
Gauteng

Telephone number *Information is available only for registered users.*  
[Sign in](#)

Email address *Information is available only for registered users.*  
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## Work experience

Working period **nuo 2007.07 iki 2017.01**  
 Company name Planet Fitness Gym  
 You were working at: Administrators  
 Occupation Office Administrator/Office Assistant/ Receptionist  
 What you did at this job position? Banking, Filling, Credit Note, DBA, refunds, Data Capturing, Arrears Tracker, Cancel Contract, Solving Quiries, Photo Coping, Scanning, Faxing, Sales Figures

Working period **nuo 2003.10 iki 2007.06**  
 Company name Stallion security company  
 You were working at: Guards  
 Occupation Security Officer  
 What you did at this job position? Guarding, Patrolling, Access Control, Searching Female Staff, Arresting Criminals

Working period **nuo 2001.01 iki 2003.08**  
 Company name African Bank  
 You were working at: Banking  
 Occupation Sales Consultant  
 What you did at this job position? Selling personal loans

**Education**

Educational period **nuo 1997.01 iki 1997.12**  
 Degree Grade 12 / Matric  
 Educational institution Qoqisizwe High School  
 Educational qualification Grade 12  
 I could work English, IsiZulu, Afrikaans, History, Biology, Agriculture

Educational period **nuo 1998.01 iki 1998.12**  
 Degree Diploma  
 Educational institution Office Plus Business Academy  
 Educational qualification Junior Secretarial Diploma  
 I could work Excel, Word, Outlook, Internet, PowerPoint

**Languages**

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	good

**Computer knowledge**

Excel  
PowerPoint  
Outlook  
Typing  
Internet

Word  
**Conferences, seminars**

None

### **Recommendations**

Contact person	Ryno Strydom
Occupation	Hr Manager
Company	Planet Fitness Gym
Telephone number	011 3271808
Email address	ryno.straydom@planetfitness.co.za

### **Additional information**

Your hobbies	Cooking Baking Cleaning Dancing Music Reading
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2005-06-00 (19 years)
Salary you wish	10000 R per month
How much do you earn now	0.00 R per month