



Okuhle Ndamase

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Receptionist work

Office admin

Data capturing

Municipal Governance

Billing admin

Preferred occupation

Receptionist
Administrative jobs

Recruitment professional
Management, human resources jobs

Front Desk Agent
Administrative jobs

Personal assistant
Administrative jobs

Data capturers
Administrative jobs

Preferred work location

East London
Eastern Cape

Bhisho
Eastern Cape

Johannesburg
Gauteng

Port Elizabeth
Eastern Cape

Contacts and general information about me

Day of birth 1998-10-06 (26 years old)

Gender Female

Residential location **Butterworth**
Eastern Cape

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 2020.08 iki 2020.12**
 Company name Feathers cleaning services
 You were working at: Cleaners
 Occupation Cleaner
 What you did at this job position? Cleaning services

Working period **nuo 2021.02 iki 2021.11**
 Company name Dr Tembisa Tini Inc
 You were working at: Secretaries
 Occupation Receptionist
 What you did at this job position? Receptionist

Education

Educational period **nuo 2016.12 iki dabar**
 Degree Grade 12 / Matric
 Educational institution Vuli Valley Senior Secondary School
 Educational qualification Matric
 I could work Yes

Educational period **nuo 2020.01 iki 2020.12**
 Degree Certificate
 Educational institution University Of Johannesburg
 Educational qualification Higher Certificate in Local Governance and Management
 I could work yes

Educational period **nuo 2021.01 iki 2021.12**
 Degree Certificate
 Educational institution University Of Johannesburg
 Educational qualification Advanced Certificate in Local Governance and Management
 I could work yes

Languages

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

Computer knowledge

Excel

Adobe

Windows

Word

Microsoft Office **Recommendations**

Contact person	Tembisa Tini
Occupation	Doctor
Company	Dr Tembisa Tini Inc
Telephone number	0727084495
Email address	reception@drtini.co.za

Additional information

Your hobbies	Out door activities Learning new languages Reading Writing IT
Driver licenses	None
Salary you wish	9000 R per month
How much do you earn now	00 R per month