



Nokwanda Vezi

Curriculum Vitae (CV)

What job i'm looking for? My positive points

DATA CAPTURE

I am an extremely motivated individual with a natural ability to solve problems which might arise in the working environment. An impeccable Attention to detail who is friendly and approachable individual. I am looking forward to join a growing organization that is committed to hiring diverse workforce

| | |
|-------------------------|--|
| Preferred occupation | Filing clerk Administrative jobs |
| | Data captureurs Administrative jobs |
| | Personal assistant Administrative jobs |
| Preferred work location | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1999-01-25 (25 years old) |
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| 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 2020.01 iki 2020.07 |
| Company name | Ikhakhama primary school |
| You were working at: | Filing clerk |
| Occupation | administration clerk |
| What you did at this job position? | Registering leaners ,managing school recoders ,filling |

Working period **nuo 2020.07 iki 2022.01**
 Company name Future Discovery Training academy
 You were working at: Data capturers
 Occupation administration clerk
 What you did at this job position? Filling ,sending and receiving emails ,Managing incoming and outgoing calls ,capturing company information to the system

Education

Educational period **nuo 2013.01 iki 2019.11**
 Degree Grade 12 / Matric
 Educational institution Impunga High School
 Educational qualification Grade 12
 I could work YES

Educational period **nuo 2018.07 iki 2019.11**
 Degree Certificate
 Educational institution COASTAL KZN TVET COLLEGE
 Educational qualification PUBLIC MANAGEMENT
 I could work YES

Languages

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

Computer knowledge

ADOPE
 MICROSOFT OFFICE
 MICROSOFT WORD
 EXCEL
 POWER POINT
 PDF

Conferences, seminars

INSERVICE TRAINING FOR EXPERIENCE PURPOSES FROM 2020 TO 2022

**PUBLIC MANAGEMENT
Recommendations**

N4
Contact person LUNGA NGUBNE
N5
Occupation PROJECT CO- ORDINATOR /SUPERVISOR
N6 CERTIFICATES FROM :2018 TO 2019 OBTAINED FROM COASTAL KZN TVET COLLEGE OF WHICH
Company FUTURE DISCOVERY TRAING ACADEMY
I AM AWAITNG TO OBTAIN MY DIPLOMA
Telephone number 0313012087/0838873126
Email address lungan@fdta.co.za

Additional information

Your hobbies Music
Netball
Reading
Cooking
Driver licenses None
Salary you wish R15000 R per month
How much do you earn now R4000 R per month