



# Nompumelelo Portia Ndwandwe

Curriculum Vitae (CV)

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

As a graduand at SMU during my weekly laboratory work I had the opportunity to learn skills, such as problem-solving skills, basic computer skills and team-work skills and during the months I was an employee at Wimpy, I also acquired communication and time-management skills through my daily interaction with customers and my colleagues. Apart from my experience I have also taken short courses for data entry and proofreading/editing. I can apply the same skills to excel in both practical and written work.

I am confident that with my dedication and skills I will be able to help the organization grow and prosper even within tight deadlines. If I were to work at this organization I would enjoy expanding my skills and experiences too.

I am looking forward to learn about your company and develop my skills further.

Thank you for your time and opportunity.

I look forward to hearing from you soon.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Pharmacy Dispensary Assistant<br>Medicine, healthcare, nursing jobs |
| Preferred work location | Johannesburg<br>Gauteng   |
|                         | Pretoria / Tshwane<br>Gauteng                                       |
|                         | Durban City<br>KwaZulu-Natal  |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1998-02-13 (26 years old)   |
| Gender               | Female  |
| Residential location | Johannesburg<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> |

**Work experience**

|                                    |                                |
|------------------------------------|--------------------------------|
| Working period                     | <b>nuo 2017.03 iki 2017.12</b> |
| Company name                       | Wimpy                          |
| You were working at:               | Waiters, waitresses            |
| Occupation                         | Waitress                       |
| What you did at this job position? | I served food to customers     |

**Education**

|                           |  |
|---------------------------|--|
| Educational period        | <b>nuo 2019.01 iki 2021.12</b>             |
| Degree                    | Degree                                     |
| Educational institution   | Sefako Makgatho Health Sciences University |
| Educational qualification | BSc(physical sciences)                     |
| I could work              | Laboratory assistant                       |

**Languages**

| <b>Language</b> | <b>Speaking level</b> | <b>Understanding level</b> | <b>Writing level</b> |
|-----------------|-----------------------|----------------------------|----------------------|
| isiZulu         | fluent                | fluent                     | very good            |
| English         | fluent                | fluent                     | fluent               |

**Computer knowledge**

I have basic computer skills, this includes but not limited to productivity software( data entry, presentation software, digital calendar and email management), operating system(windows, Mac) and communication software.

**Recommendations**

|                  |            |
|------------------|------------|
| Contact person   | Ntombi     |
| Occupation       | Manager    |
| Company          | Wimpy      |
| Telephone number | 0118120424 |

**Additional information**

|                 |   |
|-----------------|---|
| Your hobbies    | Writing<br>Reading<br>Yoga and exercise |
| Driver licenses | None                                    |
| Salary you wish | R5000 R per month                       |