

Orifha Ndanduleni

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for Administrative jobs as is what i studied in tertiary, I'm passionate to follow the dream of being one of the best in terms of Administrative, however I'm the person who really have a passion in terms of exploring and learning different occupations like finance and also on the different industry.

Preferred occupation

Data capturers Administrative jobs

Preferred work location

Brits

North West

Pretoria / Tshwane Gauteng

Potchefstroom North West

Contacts and general information about me	
Day of birth	1996-09-28 (28 years old)
Gender	Male
Residential location	Brits North West
Telephone number	Information is available only for registered users. <mark>Sign in</mark>
Email address	Information is available only for registered users. <mark>Sign in</mark>
Work experience	
Working period	nuo 2021.03 iki dabar
Company name	Count It
You were working at:	Store person
Occupation	Stock counter
What you did at this job position?	Counting stock

Education

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Educational period	nuo 2021.06 iki dabar
Degree	Diploma
Educational institution	Tshwane University of Technology
Educational qualification	Administrative Management Finance
I could work	Admin office, data capture and Administrative jobs
Educational period	nuo 2015.12 iki dabar
Degree	Grade 12 / Matric

Educational institution	David Mutshinyalo Secondary school
Educational qualification	National Curriculum Statement(NCS)

Languages

Language	Speaking level	Understanding level	Writing level
Tshivenda	fluent	fluent	fluent
English	good	good	good
Sepedi	good	good	basic
Setswana	good	good	basic

Computer knowledge

I did End User Computer module during the second year at the Tshwane University of Technology. Which consists of

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access and Microsoft Outlook.

Recommendations
Recommendations

Contact person	Mr Nemufulani Justice
Telephone number	0721920960

Additional information

Your hobbies	Playing soccer and reading.
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2019-07-00 (5 years)
Salary you wish	7000-14000 R per month
How much do you earn now	1700 R per month