



Artwell Ngwenya

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Administration officer. Typing, good communication skills, hard working, patient, able to work under pressure, able to work with group, ability to learn and apply, problem solving, ability to multi-task, ability to work without supervision.

Preferred occupation	Administrators Administrative jobs
	Generals General jobs
Preferred work location	Middelburg Mpumalanga

Contacts and general information about me

Day of birth	1998-03-25 (26 years old)
Gender	Male
Residential location	Bethal Mpumalanga
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 2022.02 iki 2022.06
Company name	Tshwane University of Technology
You were working at:	Administrators
Occupation	Administration officer
What you did at this job position?	Experiential training :general office administration

Education

Educational period	nuo 2018.02 iki 2022.05
Degree	Diploma
Educational institution	Tswane University of Technology
Educational qualification	National Diploma in Public Management
I could work	Operate standard office equipment (fax, photocopy machine and telephone)

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
SiSwati	fluent	fluent	fluent

Recommendations

Contact person	J.K Moila
Occupation	Administrator
Company	Tswane University of Technology
Telephone number	0123825911

Additional information

Your hobbies	Fixing electronics Carpentry Group leader
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2017-08-00 (7 years)
Salary you wish	R 5000 R per month
How much do you earn now	None R per month