



# Neo Nozipho Nkosi

Curriculum Vitae (CV)

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

Dear : Hiring Manager

It is a pleasure to be applying for Administrative jobs, Data capture and secretarial positions. I believe my previous experience as an administrator customer skills and my eagerness to learn has provided me with the chance to build and improve all the key skills related to the positions

My positive points

- Professional in both performances and presentation.
- Proven ability to plan and complete multiple tasks with strict deadlines.
- Able to learn new tasks quickly and accurately.
- Experience in communicating effectively at all levels.
- A team player who is always willinh to go the extra mile.

Preferred occupation                      Administrators  
Administrative jobs

Miners  
Mining jobs

Preferred work location                      Brits  
North West

## Contacts and general information about me

Day of birth                                      1988-08-20 (36 years old)

Gender    Female

Residential location                              Brits  
North West

Telephone number                              *Information is available only for registered users.*  
[Sign in](#)

Email address                                      *Information is available only for registered users.*  
[Sign in](#)

## Work experience

Working period **nuo 2017.09 iki 2018.09**  
Company name Tharisa mineral mine  
You were working at: Administrators  
Occupation Administrator

**Education**

Degree Grade 12 / Matric

**Languages**

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
Setswana	good	good	good

**Computer knowledge**

Office skills  
Microsoft Suit

**Conferences, seminars**

Did not attend any.

**Recommendations**

Contact person Philemon Rasetlola  
Occupation Former Supervisor  
Company Tharisa mineral mine  
Telephone number 0825500164/0145720877

**Additional information**

Your hobbies I enjoy reading, drawing, attending events and spending tme with my kids.  
Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg  
Driver license from 2016-03-00 (8 years)  
Salary you wish 20000 R per month  
How much do you earn now 1500 R per month