



# Philile Ngema

Curriculum Vitae (CV)

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

I'm an energetic lady by the name of Philile Ngema. I'm a fast learner hence I have much experience in administrative work. I can handle working under pressure and I go even extra mile when doing my jobs. I have more than 10 years of administrative work. I put more effort on my work and I can work under no supervision. I'm a critical thinker I'm able to solve problems I encounter at work.

Below I have mentioned few duties Im familiar with

Administrative job.

Typing, data capturing, human resources, payroll, and many other clerical duties.

Preferred occupation                      Administrators  
   Administrative jobs

Preferred work location                      Durban City  
   KwaZulu-Natal

## Contacts and general information about me

Day of birth                                      1988-05-17 (36 years old)

Gender    Female

Residential location                              Durban City  
   KwaZulu-Natal

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

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

## Additional information

Salary you wish                                      R 10000 R per month

How much do you earn now                      R 4000 R per month