



Noluthando Zulu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am confident that I have knowledge and skills to professionally fulfil my role as required by the department or organisation. I am eager to develop my skills and knowledge, therefore I believe that this is a perfect working environment for me where I can refine my personal development and grow within the department. I am more than willing to tackle new challenges that lie ahead within the working environment.

Time management, organisational skills, planning and team development skills

Knowledge of SCM and PFMA and accounting principles.

My behavioural competences.

High level of professionalism

Flexibility

Teamwork

Empathy

Preferred occupation

Administrators

Administrative jobs

Secretaries

Administrative jobs

Personal assistant

Administrative jobs

Debtors clerk

Administrative jobs

Preferred work location

Durban City

KwaZulu-Natal

Contacts and general information about me

Day of birth

1996-10-07 (28 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](#)

Work experience

Working period **nuo 2019.04 iki 2020.03**
Company name Sastri college
You were working at: Administrators
Occupation Personal assistant
What you did at this job position? Assisting the principal

Education

Educational period **nuo 2016.02 iki 2021.05**
Degree Diploma
Educational institution Durban University of Technology
Educational qualification National diploma office management and technology
I could work Yes

Educational period **nuo 2010.01 iki 2015.01**
Degree Grade 12 / Matric
Educational institution Ginyane secondary school
Educational qualification Grade 12 Matric
I could work Yes

Languages

| Language | Speaking level | Understanding level | Writing level |
|----------|----------------|---------------------|---------------|
| English | very good | very good | fluent |
| isiZulu | fluent | fluent | fluent |

Computer knowledge

Computer literacy
Microsoft office (outlook,word,excel, PowerPoint,endnote and access.
Ability to analyze and interpret data
Strong communication and writing skills
Decision making and problem solving
Typing speed , emails, photocopier,

Recommendations

| | |
|------------------|---------------------------|
| Contact person | Mr s Rajcoomar |
| Occupation | Principal |
| Company | Sastri college |
| Telephone number | 031 309 5279 |
| Email address | Admin@sastricollege.co.za |

Additional information

| | |
|-----------------|---------------------|
| Driver licenses | None |
| Salary you wish | 0-15000 R per month |