



# 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 (27 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.

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### 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