



Nomkhosi Ngubane

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Am looking for admin job and sales job so that I will gain more experience and knowledge that I have will add value to my skills ,and am willing to work hard and learning more new things and am a fast learner good listener well educated, ambitious person who has developed and mature responsible approach to any task that I undertake and I can work under pressure to make sacrifices for work .

Preferred occupation	Other jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	1988-09-23 (36 years old)
Gender	Female
Residential location	Witbank 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 2021.04 iki 2022.09
Company name	Department of Health (Ngwelezana Hospital)
You were working at:	HR intern
Occupation	End of Internship
What you did at this job position?	Attend Telephone calls, updates files leave files and personal files, receiving applications from Candidates, Attend interviews, calling candidates for interviews , receiving EPMDS, capturing claims form and leave form, filling files to cabinets capturing leave form claims form.

Working period **nuo 2018.09 iki 2020.02**
 Company name Department of Education
 You were working at: Training
 Occupation End of Inservice Training, using computer system to look up information and updates,
 What you did at this job position? Answering enquiries by telephone, data compilation, help clients with enquiries, receiving claims from suppliers, responsible for filing, keeping accurate records.

Education

Educational period **nuo 2003.01 iki 2006.12**
 Degree Grade 12 / Matric
 Educational institution Ezifundeni High School
 Educational qualification Grade 12
 I could work I could work for urgents, sales consultant

Educational period **nuo 2015.02 iki 2019.11**
 Degree Diploma
 Educational institution Umfolozi TVET College (Esikhawini Campus)
 Educational qualification National Diploma in Public Management
 I could work Admin clerk, finance clerk, data capture, receptionist, sales Administrator, Intern , office Admin

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	very good	very good	very good
English	very good	very good	very good
isiXhosa	basic	good	basic

Computer knowledge

Microsoft Word
 Microsoft outlook
 Microsoft Excel
 Microsoft PowerPoint

Recommendations

Contact person Ms NS Ngubane

Additional information

Your hobbies Reading books
 Cooking
 Dancing
 Jogging

	Singing
	Fixing people problems
Driver licenses	None
Salary you wish	00 R per month
How much do you earn now	00 R per month