



Patience Nomthandazo Ngcobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Office administrator.

I can work under pressure, I have good communicating skills, I'm an extrovert and also a fast learner. I can handle incoming and outgoing correspondence, I can do general administrative duties such as filing and record management services, process documents for archiving, capturing new business and NTU reports, compiling monthly reports and reconciling and capturing payments of expense claims and invoice on E2 financial system

Preferred work location Durban City
KwaZulu-Natal

 Pretoria / Tshwane
Gauteng

Contacts and general information about me

Day of birth 1990-08-22 (33 years old)

Gender Female

Residential location Melmoth
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 2016.06 iki 2017.12**

Company name Pick n Pay Eshowe

Occupation Inserve trainee SITA internship

What you did at this job position? Duties of being a cashier, inventory clerk and worked at bakery department

Working period **nuo 2018.06 iki 2018.09**
 Company name Sanlamsky Eshowe
 You were working at: Sales administrartor
 Occupation Field administrator
 What you did at this job position? Capturing new business and NTU reports.reconciling and capturing payments of expense claims and invoice on E2 financial system. Compiling monthly reports and general duties taking minutes of meetings, filling in documents

Education

Educational period **nuo 2014.06 iki 2015.12**
 Degree Certificate
 Educational institution Umfolozi college Eshowe
 Educational qualification Certificate of achievement Business Management N4

Educational period **nuo 2009.06 iki 2009.12**
 Degree Certificate
 Educational institution National computer college
 Educational qualification Certificate in computer literacy

Languages

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

Recommendations

Contact person Miss N Luthuli
 Occupation Senior field administrator
 Company Sanlamsky
 Telephone number 0354756502

Additional information

Driver licenses None
 Salary you wish R11500 R per month
 How much do you earn now N/A R per month