



Noma Afrika Lithakazi Funani

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level Administration or Clerk position. Ready to help team achieve company goals. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Preferred occupation	Clerk Administrative jobs
Preferred work location	Johannesburg Gauteng

Contacts and general information about me

Day of birth	2000-06-10 (24 years old)
Gender	Female
Residential location	Johannesburg Gauteng
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

Education

Educational period	nuo 2018.01 iki 2018.11
Degree	Grade 12 / Matric
Educational institution	St JAMES SENIOR SECONDARY SCHOOL
Educational qualification	MATRIC

Languages

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

Computer knowledge

Productivity software it helps create information on various formats such as Word processing software, Spreadsheet, Presentation, Email, Video conferencing, Data entry and social media management.

Wrote, edited and formatted documents on Microsoft Word.

Recommendations

Contact person	Nondumiso Tonjeni
Occupation	Educator
Company	Thornville Junior Secondary School
Telephone number	0640366259
Email address	ndumitonjeni@gmail.com

Additional information

Your hobbies	Read novels. Listen to music. Watch movies.
Driver licenses	None
Salary you wish	5000 and more R per month