



Bongwiwe Ngcobo

Curriculum Vitae (CV)

What job i'm looking for? My positive points

General worker, Admin assistant or clerk. I have a experience of being an assistant teacher and lab Assistant where I was dealing with computer (word, excel and PowerPoint) also I have a qualification of Advanced Diploma in Human resource management and also have a computer literacy. I am hard worker and willing to know knew things each and every time

Preferred occupation	Generals General jobs
Preferred work location	Durban City KwaZulu-Natal

Contacts and general information about me

Day of birth	1997-08-16 (27 years old)
Gender	Female
Residential location	KwaZulu-Natal
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 2017.02 iki 2017.11
Company name	Walter sisulu university
You were working at:	Lab assistant
What you did at this job position?	Helping students on how to use computer, how to acces at Microsoft, excel and PowerPoint
Working period	nuo 2021.11 iki 2022.08
Company name	Emaxulwini primary school
You were working at:	Teachers
What you did at this job position?	Helping teachers to prepare their work, helping learners for their homework and revising work that has already done during lecture

Education

Educational period	nuo 2016.02 iki 2021.12
Degree	Degree
Educational institution	Walter sisulu university
Educational qualification	Advanced diploma in Human resource management
I could work	I could work as team, solving business problems

Languages

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

Computer knowledge

Proficient in the use of computers, including Microsoft office (MS Excel, MS outlook, MS word and Powerpoint, Access)
 Knowledge of HR systems and databases & in- depth knowledge of labor law and HR best practices.

Recommendations

Contact person	Mr. kuraheng
Occupation	Head of CLTD
Company	WALTER sisulu university
Telephone number	0738273501
Contact person	Ms. ND Mkhize
Occupation	Principal
Company	Emaxulwini primary school
Telephone number	0824260174

Additional information

Your hobbies	Reading books and novels Jogging Playing netball
Driver licenses	C1 Heavy Vehicle 3,500kg - 16,000kg
Driver license from	2023-08-00 (1 years)
Salary you wish	R3500-R4000 R per month
How much do you earn now	R4900 R per month