



# Nandipha Ratshana

Curriculum Vitae (CV)

## What job i'm looking for? My positive points

I have two years experience in office administration. My skills include Excel Microsoft, PowerPoint Microsoft, Word Microsoft.

Preferred occupation	Generals General jobs
Preferred work location	Orkney North West

## Contacts and general information about me

Gender	Female
Residential location	Orkney North West
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2019.01 iki 2021.04</b>
Company name	K6 Driving School
You were working at:	Receptionist
Occupation	Front desk
What you did at this job position?	Welcome and greet clients, Organising and schedule appointments, Answering phone calls.

## Education

Educational period	<b>nuo 2013.01 iki 2017</b>
Degree	Grade 12 / Matric
Educational institution	Thuto Tsebo Secondary School
Educational qualification	Mathematics, Geography, Physical Sciences, Life Sciences
I could work	Anywhere

## Languages

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

### Computer knowledge

Microsoft Excel  
Microsoft PowerPoint  
Microsoft Word

### Recommendations

Contact person Mzingisi Magubha  
Occupation Owner  
Company K6 Driving School  
Telephone number 0839812109

Contact person Lydia Mabuza  
Occupation Instructor  
Company K6 Driving School  
Telephone number 0736750517

### Additional information

Driver licenses None  
Salary you wish 5 000.00 R per month  
How much do you earn now 00.00 R per month