



Nozakhe Mampofu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm willing to take any job that may be vaccant but I have a administration experience and I am willing to relocate.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Eastern Cape

Contacts and general information about me

Gender	Female
Residential location	East London Eastern Cape
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 2020.11 iki 2022.04
Company name	Dignity group insurance company
You were working at:	Insurance administrator
Occupation	Administrator
What you did at this job position?	Capturing new policies

Education

Educational period	nuo 2018.01 iki 2019.11
Degree	Diploma
Educational institution	King hintsa tvet college
Educational qualification	Business Management
I could work	As an Administrator, Shop Assistant and Cashier

Languages

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

Computer knowledge

I have a computer skills as was doing computer on studies.

- . Microsoft office
- . Microsoft Word
- . Excel
- . Power point and mailings

Conferences, seminars

N/a

Recommendations

Contact person	Mss V Makade
Occupation	HR Manager
Company	Dignity group insurance company
Telephone number	0838790359
Email address	Hr@dignitygroup.co.za
Contact person	Mrs Thendekwana
Occupation	Lecturer
Company	King hintsa tvet college
Telephone number	0837509883

Additional information

Your hobbies	Reading articles Participating in social activities
Driver licenses	B Light Vehicle \leq 3,500kg
Driver license from	2020-11-00 (4 years)
Salary you wish	+5000 R per month
How much do you earn now	N/a R per month