



# Kgomotso Ndlovu

Curriculum Vitae (CV)

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

I currently hold Grade 12, N4, N5 and N6 in Management Assistant. I am looking for a job as Receptionist, office Administration, Personal Assistant, Data Capture, Administration Assistant and typist.

My positive points are:

curiosity and eagerness to learn new things.

Ability to adapt and adjust to changing situations.

Good time-management skills

Strong work ethic and determination to succeed.

Good communication skills and ability to work in teams.

Preferred occupation

**Receptionist**

Administrative jobs

**Personal assistant**

Administrative jobs

**Filing clerk**

Administrative jobs

**Front Desk Agent**

Administrative jobs

**Government jobs**

Government jobs

**Cashiers**

Retail, store jobs

**Shop assistants**

Retail, store jobs

Preferred work location

**Pretoria / Tshwane**

Gauteng

## Contacts and general information about me

Day of birth

1998-01-14 (26 years old)

Gender

Female

Residential location

Gauteng

Telephone number

*Information is available only for registered users.*

[Sign in](#)

Email address

*Information is available only for registered users.*

[Sign in](#)

### Languages

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

### Additional information

Driver licenses	None
Salary you wish	Salary market related R per month
How much do you earn now	00,00 R per month