



Nonkululeko Sokhela

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Management Assistant, Administration Clerk Or Any Another Administration Job Related.

I have experience in:

Providing impeccable and quality technical and professional assistance to Department Heads or superiors.

Collect, Collate and compile relevant data from various internal and external sources and provide them in an informative format to the department heads.

Provide administrative support to Departments heads as and when needed.

Compile reports and tabulate figures and generate meaningful reports for use by head of departments.

Technical and functional supervision of subordinates towards smooth functioning of the office is another job duty.

Preferred work location Durban City
KwaZulu-Natal

Contacts and general information about me

Day of birth 2000-11-15 (24 years old)
Gender Female
Residential location Tugela Ferry
KwaZulu-Natal
Telephone number *Information is available only for registered users.*
[Sign in](#)
Email address *Information is available only for registered users.*
[Sign in](#)

Work experience

Working period **nuo 2019.11 iki 2022.09**
Company name Power Fashion Factory
You were working at: Cashiers
Occupation Casual
What you did at this job position? I was serving as shop assistant and cashier

Languages

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

Computer knowledge

Word Processing Office
 Excel
 Excess
 - Typing
 -Data Capture
 Processing Of Data
 And other computer duties

Recommendations

Contact person TM Zulu
 Occupation AVBOB Manager
 Company AVBOB Funeral Service
 Telephone number 0711881617
 Email address Mzwah001@gmail.com

Contact person Mr Z Gama
 Occupation Power Fashion Factory Manager
 Company Power Fashion Factory
 Telephone number 0731319675

Additional information

Your hobbies Typing
 Socializing
 Driver licenses EB Articulated Light Vehicle ≤ 3,500kg
 Salary you wish R10 000 R per month
 How much do you earn now R3500 R per month