



# 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 (23 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