



# Unathi Ntlatywa

Curriculum Vitae (CV)

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

Human Resources Administrative work.

I am a hard worker,adaptive, fast learner and a driven person. I wish to be given an opportunity to exercise my skill and expertise to as to learn grown.

Preferred occupation Secretaries  
Administrative jobs

## Contacts and general information about me

Day of birth 1986-12-25 (37 years old)  
Gender Male  
Residential location Port Elizabeth  
Eastern Cape  
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 2012.12 iki dabar**  
Company name NCC  
Occupation NGO Administrator  
What you did at this job position? Admin work, preparing for annual general meetings and council meeting, filling and financial report.

## Education

Degree Diploma  
Educational institution Walter Susulu University  
Educational qualification Human Resources Management  
I could work yes

## Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
isiXhosa	fluent	fluent	fluent

**Computer knowledge**

Yes. Microsoft word, Excel,Power point etc.

**Conferences, seminars**

None

**Recommendations**

Contact person	T Mtshotana
Occupation	Senior Administor
Company	Coega
Telephone number	0817582873
Email address	thandiswamtshotana@gmail.com

Contact person	P Ntlatywa
Occupation	Lecture
Company	NMU
Telephone number	0839983982
Email address	phumezon@gmail.com

**Additional information**

Your hobbies	Cooking, Attending sport shows , concerts and comedy shows
Driver licenses	None
Salary you wish	7000 R per month
How much do you earn now	00 R per month