



Nqobile Cele

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am very good with people team player is my biggest skill, computer literate good English. Punctuality is key I get the job done. I meet all deadlines. Im flexible easily to changing environment anything that needs my skills and knowledge Im attracted to it, m very confident.

| | |
|-------------------------|------------------------------|
| Preferred occupation | Generals General jobs |
| Preferred work location | Durban City KwaZulu-Natal |

Contacts and general information about me

| | |
|----------------------|---|
| Day of birth | 1994-07-21 (30 years old) |
| Gender | Female |
| Residential location | Durban City KwaZulu-Natal |
| 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 2022.02 iki dabar |
| Company name | Adventure Automotive |
| You were working at: | Personal assistant |
| Occupation | human resources assistant |
| What you did at this job position? | timesheets, memos, contracts, filling, take minutes, UI19, UI2.7, MIBCO statements recruitment, filling, D365 |

Education

| | |
|---------------------------|--|
| Educational period | nuo 2018.12 iki 2020.12 |
| Degree | Degree |
| Educational institution | richfield graduate institute of technology |
| Educational qualification | matric |
| I could work | anywhere |

Languages

| Language | Speaking level | Understanding level | Writing level |
|-----------------|-----------------------|----------------------------|----------------------|
| isiZulu | fluent | fluent | fluent |
| isiXhosa | good | good | basic |

Computer knowledge

microsoft office,Acxel, word, adobe

Additional information

| | |
|--------------------------|-------------------|
| Salary you wish | 12000 R per month |
| How much do you earn now | 8500 R per month |