



Pamela Ndlhovu

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I hoping to join a company that I will apply my skills as an Administrator. I believe my background and skills closely match your job requirements and I am confident to make a positive contribution. I am a very enthusiastic, conscientious, time management, attention to detail, team player, self-motivated as an Administrator with 8 years' experience, organizing, and currently working as an Assessment Officer at Varsity College. I have experience working in a stressful and high demanding environment, working closely with students, have exceptional customer service and decision-making skills, a strong work ethic, professional demeanors, and great initiative.

I have knowledge of Institution systems, structures, and procedures. I am computer proficient with Microsoft office, Word, Excel, PowerPoint, Usage of Internet, and Office Outlook. Good knowledge of office administration, record keeping, scheduling of meetings including online meetings, and organizing events.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Brits North West

Contacts and general information about me

Day of birth	1975-12-27 (48 years old)
Gender	Female
Residential location	Brits North West
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

Additional information

Salary you wish	16000 R per month
How much do you earn now	13000 R per month