



Nokuthula Zuba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I'm looking for administrative and receptionist jobs. I'm capable of working under pressure and can multitask. I'm always looking forward to new projects and challenges. I'm a fast learner plus I'm always on top of my game.

Preferred occupation	Manufacturing jobs Manufacturing jobs
Preferred work location	Cape Town Western Cape

Contacts and general information about me

Day of birth	1998-08-26 (25 years old)
Gender	Female
Residential location	Cape Town Western Cape
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 2017.01 iki 2019.01
Company name	Tramore trading
You were working at:	Receptionists
Occupation	Assistant Receptionist
What you did at this job position?	Worked at the front desk managing the switchboard
Working period	nuo 2022.10 iki 2023.06
Company name	Isikhwama manufacture
You were working at:	Manufacturing jobs
Occupation	Health and safety Clerk
What you did at this job position?	Administration

Education

Educational period **nuo 2019.01 iki 2021.12**
Degree Grade 12 / Matric
Educational institution Northlink College
Educational qualification (Level 4) Safety in Society

Languages

Language	Speaking level	Understanding level	Writing level
English	very good	very good	very good
isiXhosa	fluent	fluent	fluent
Afrikaans	fluent	fluent	fluent

Computer knowledge

- *Composed and sent over 150 emails a week using Microsoft outlook.
- *Created and formatted office spreadsheets using Microsoft Excel.
- *Wrote, edited and formatted documents on Microsoft Word.

Recommendations

Contact person Angela
Occupation Health and safety Supervisor
Company Isikhwama manufacture
Telephone number 0741827102