

Nomfundo Chiliza

Curriculum Vitae (CV)

What job i'm looking for? My positive points

Any tourism related jobs because I have studied travel and tourism or administration jobs because I have expirience been working in 2 different companies as administrator. I am young and energetic also willing to work under pressure. I can also help grooming your company into greater position than it is now. I can also accept any given task or challenge's because that help you grow as an individual. I have also worked in a call center as sales consultant.

Preferred occupation Administrators

Administrative jobs

Contacts and general information about me

Day of birth 1998-08-14 (26 years old)

Gender Female
Residential location Gauteng

Telephone number Information is available only for registered users.

Sign in

Sign in

Work experience

Working period **nuo 2017.01 iki 2017.12**

Company name Outworx

You were working at: Sales consultant

Occupation Sales agent

What you did at this job position? Increased the company sales

Working period nuo 2019.01 iki 2021.12

Company name Coastal College Swinton Campus

You were working at: Administrators

Occupation Administrator

What you did at this job position? Improve their system of enrollment for students

Working period nuo 2022.04 iki 2023.05

Company name Deprived Youth Service's

You were working at: Administrators

Occupation Administration

What you did at this job position? Improved their filling system and keeping their important

documents safe

Languages

Language	Speaking level	Understanding level	Writing level
isiZulu	fluent	fluent	fluent
English	very good	very good	very good

Computer knowledge

Basic computer skills, Microsoft word, Microsoft excel and Microsoft PowerPoint.

Conferences, seminars

In 2020 I have attended world tourism skills that was conducted in ICC (Durban) and also tourism skill training that was in Beverly Hills Hotel (Durban) around 2021

Recommendations

Contact person Funeka Dyasi
Occupation Team leader
Company Outworx

Telephone number 062 135 0860

Contact person Mthokozisi Ndlovu

Occupation Team leader

Company Coastal college swinton campus

Telephone number 0635613759

Email address mcmthoko@gmail.com

Contact person Khanyisile Dlamini

Occupation Project Manager

Telephone number 084 780 8138

Email address KJMswane2@gmail.com

Additional information

Company

Your hobbies I love reading books for language development and listening to

Deprived Youth Service

music to help me relax and recharge

Driver licenses None

Salary you wish R8000 R per month

How much do you earn now R0.00 R per month