



# Xolisile Ndlela

Curriculum Vitae (CV)

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

I am looking for administrative, assistant and legal jobs.

I am good with administrative duties, file keeping and able to organize and plan, able to work different computer systems and manage multiple tasks simultaneously, I am able to communicate effectively both written and spoken.

|                         |   |
|-------------------------|---|
| Preferred occupation    | Paralegals<br>Law, legal jobs             |
|                         | Part time jobs<br>Part time, weekend jobs |
|                         | Generals<br>General jobs                  |
| Preferred work location | Gauteng                                   |

## Contacts and general information about me

|                      |   |
|----------------------|---|
| Day of birth         | 1994-09-19 (30 years old)   |
| Gender               | Female  |
| Residential location | Pretoria / Tshwane<br>Gauteng   |
| Telephone number     | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |
| Email address        | <i>Information is available only for registered users.</i><br><a href="#">Sign in</a> |

## Additional information

|                 |                   |
|-----------------|-------------------|
| Salary you wish | 10000 R per month |
|-----------------|-------------------|