



Yolanda Ngqoleka

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am thankful for my previous work experience I have learnt a lot. I am looking for administration work e.g., Data capture, clerk, receptionist, assistance office, and support Administrator. I have previous experience in Administration filling and updating documents, writing emails, submit report, fast and assurance in typing. am technologically adept while also highly motivated and hardworking. I seek to share my experiences and knowledge in advancing the mission of the company that employs me. I do believe I have the necessary skills and experience competences to execute the duties of the organization.

Preferred occupation	Administrators Administrative jobs
Preferred work location	Port Elizabeth Eastern Cape

Contacts and general information about me

Day of birth	1997-10-24 (26 years old)
Gender	Male
Residential location	Port Elizabeth Eastern 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 2021.06 iki 2021.07
Company name	Department of education
You were working at:	Data capturers
Occupation	Data capturer administrator
What you did at this job position?	● Preparation, sorting, verifying, and capturing data. ● Reporting, timely collation and submission of report ● Administrative: HR, Finance, procurement policy

Working period **nuo 2022.08 iki 2023.01**
 Company name Web help call centre
 You were working at: Customer care agent
 Occupation Technical advisor
 What you did at this job position? ● Trouble shooting for appliances television, phones etc. ● Dealing with Customers from UK ● Make Bookings for fault appliances. ● Cancel Bookings

Education

Educational period **nuo 2019.02 iki 2021.12**
 Degree Diploma
 Educational institution Nelson Mandela university
 Educational qualification Diploma in Public Management
 I could work finance, Hr, logistics, Project, Service delivery ect.

Languages

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

Computer knowledge

- I am in full position to make use of vast number of micro soft programmers.
- I can make use of the Microsoft word programmed in the extent of word document. Creation and reading data be it through the emails where attachments are or were made and other related matters.
- I can make use of the Power Point system to make presentation.
- I can make use of Excel Spread sheets in work related duties and make use of Office outlook for email administration.

Conferences, seminars

LinkedIn courses and certification and Nacosa certificate

Recommendations

Contact person ● Miss Z Jaji 0836867707Mentor
 Occupation Mentor
 Company Department of labour
 Telephone number 0836867707

Contact person	Mr Granville
Occupation	Manager
Company	webhelp
Telephone number	0618313941

Additional information

Your hobbies	Hiking, gym, and movies
Driver licenses	None
Salary you wish	6000 R per month
How much do you earn now	2500 R per month