



# Nontokoze Jingela

Curriculum Vitae (CV)

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

I am looking for an administrative job but whatever you have I can take it, I like to work with people, I like to listen before I answer I work well with different types of people whether they are young or old and I love to learn new ways of working faster in order to achieve my work

## Contacts and general information about me

Day of birth	1992-05-18 (32 years old)
Gender	Male
Telephone number	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>
Email address	<i>Information is available only for registered users.</i> <a href="#">Sign in</a>

## Work experience

Working period	<b>nuo 2015.09 iki 2017.08</b>
Company name	Ethekwini municipality
You were working at:	Administrators
Occupation	Internship
What you did at this job position?	Data capture

## Education

Educational period	<b>nuo 2010.02 iki 2013.03</b>
Degree	Diploma
Educational institution	Mangosuthu University of technology
Educational qualification	Office management and technology
I could work	As receptionist, personal assistant, administrator, data capture, secretary

## Languages

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

## Computer knowledge

Microsoft word  
Microsoft access  
Microsoft excel  
Microsoft power point  
Internet

### Recommendations

Contact person	Miss princess mchunu
Occupation	Supervisor
Company	Ethekwini municipality
Telephone number	031 3112758

### Additional information

Your hobbies	I like to read a lot and also watching television and listening to radio
Driver licenses	None
Salary you wish	8000 R per month