



# 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><br><a href="#">Sign in</a> |
| Email address    | <i>Information is available only for registered users.</i><br><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   |